

**Agenda**  
**Ames Public Library Board of Trustees**  
**August 16, 2007 - 7:00 p.m.**  
**Board Room**

**Adoption of Agenda**

**Approval of Minutes**

**Public Forum**

- All meetings of the Board are open to anyone who may wish to observe the proceedings. Non-board members who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated within the agenda.

**Consent Agenda**

- Consent Agenda – Action Item (All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Board of Trustee members vote on the motion)
  - Claims
  - Gifts
  - New Hires and Change in Status

**Financial Reports**

- Discussion

**Administrative Staff Reports**

- Director's Report
- Staff Reports

**Friends of the Ames Public Library Report** – Sondall Saetveit, Warnick, Hayslett

**Ames Public Library Foundation Report** – Anderson, Ross, Carey

**Policy Review**

- Suspended until completion of Strategic Plan
- Next month: Internet Use Policy and Guidelines

**Unfinished Business**

- Vernon Brown Estate – Action item
- Strategic Plan – Action Item

**New Business**

- Organization Chart – Action Item
- New Position – Action Item

**Trustee Comments**

**Adjournment**

**The next regular meeting is Thursday, September 20, 2007 at 7:00 p.m.**

## Ames Public Library

### Board of Trustees

#### Meeting Minutes July 19, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, July 19, 2007, in the Library boardroom with Anderson, Krauth, Luckett, Meier, Ross, Seagrave, Sondall Saetveit, Warnick, and Director Weeks in attendance. LeGates was absent.

**Call to Order:** President Ross called the meeting to order at 7:00 p.m.

**Introductions to New Board Member:** Board and staff members introduced themselves to new trustee Richard Seagrave.

**Adoption of Agenda:** Weeks requested that "Volunteer Program – Bohlke/Qiu under **New Business**" be moved so Bohlke and Qiu could leave after their presentation. Anderson moved and Warnick seconded the motion to approve the amended agenda. Motion passed unanimously.

**Installation of New Board Member:** Ross administered the trustee oath to new Board member Richard Seagrave.

**Approval of Minutes:** Ross asked if there were any changes to the May 17, 2007, minutes. Hearing no discussion, Ross called for a vote of those present at the May meeting to approve the minutes. Voting aye: Anderson, Luckett, Meier, Ross, and Sondall Saetveit. Krauth and Warnick abstained.

Krauth moved and Warnick seconded the motion to approve the June 28, 2007, minutes as presented. Voting aye: Krauth, Luckett, Meier, Ross, and Warnick. Anderson and Sondall Saetveit abstained.

**Public Forum:** none

**Consent Agenda:** Anderson moved and Krauth seconded a motion to approve the consent agenda. Motion passed unanimously.

1. Motion approving Claims Report 6/1/2007-6/30/2007
2. Gifts
  - From anonymous..... \$4.00
  - From M. Burton Drexler ..... \$249.00
  - From Connie Underwood..... *Eyewitness Travel Guides: Japan*
  - In honor of Judy Jones from Aaron Jones and Marc and Allison Stitzlein ..... \$50.00
  - In memory of Erma D. Erickson and Blanche Glasson  
from Ames Woman's Club ..... \$40.65
  - In memory of Patricia Francis from Colleen Francis and Ben Saturen ..... \$25.00
  - In memory of Rozella Harder from Mary J. Hage..... \$15.00

**Financial Reports:** Weeks said the final report for fiscal year 2006/07 would be in the August Board packet. He said the Library stayed within the budget, and he was pleased that collections spending was on target. He said the lighting and part of the painting monies would be carried over to fiscal year 2007/08. Discussion followed on end-of-the-year spending; Weeks said that the city's finance department discouraged last minute spending just to use up the budget monies. Luckett asked why

there were no capital expenditures out of the operating budget. Weeks said the capital improvement costs were normally paid out of local option tax monies.

### **New Business:**

Volunteer Program: Bohlke/Qiu Weeks introduced Sarah Bohlke, volunteer coordinator and Michael Qui, youth volunteer coordinator. Bohlke explained her duties as volunteer coordinator: working part-time in circulation; recruiting volunteers, which includes screening, orientation, and training; organizing and coordinating special projects; and handling the community service program and fine alternative program. Ross asked how many volunteer hours were donated per year. Bohlke said approximately 800-1200 hours per month.

Michael Qiu, youth volunteer coordinator, said he was managing 82 youth volunteers this summer between the ages of 11-18. He said the volunteers have already put in 1300 hours in five weeks of the eight week program. They were helping with the moving project, shelving DVDs, re-labeling 11,000 Easy books, working with the ISU intensive English program, and assisting with Library programs. He said the Library was having an overnight party for the volunteers at the end of the program.

**Director's Report:** Weeks said it was a banner year with higher circulation than ever.

Weeks presented his goals for next year, which were developed with the Board's executive committee:

- Establish and implement five-year strategic plan
- Evaluate staffing for Library operations
- Develop strategy for increasing materials acquisition budget
- Develop strategy for Library facilities plan
- Strengthen the Library Foundation as a Library support group
- Develop a collaborative working relationship with the Parks Library at ISU
- Fulfill general job duties as specified in the Director's job description

Weeks said the Library would participate with other agencies in the planning of a human services center. He said, in the future, he would be working with community leaders on a grant from the Iowa Department of Cultural Affairs for a Great Places proposal.

### **Staff Reports:**

Deputy Director: Hayslett commended Collections Manager Malinowski on her management of the collections budget for fiscal year 2006/07. Anderson asked Hayslett to explain the Borders promotion. Hayslett said patrons could purchase books for the Library at Borders book store through August. They could purchase a book from the Library's wish list or a book of their choosing for the collection.

Assistant Director: To answer a question posed at last month's Board meeting, Carey said the Vernon Brown property was not part of the 13<sup>th</sup> Street widening project.

Ross asked why the express check machines went through the City's bid process when the funds were coming from the Foundation. Carey said the city's purchasing department was very helpful in handling the bid process.

**Friends of the Ames Public Library Report:** Sondall Saetveit said the Friends resume meeting in August, so there would be a report at the September meeting.

**Foundation Report:** Weeks said the Foundation was organizing its annual campaign. The Board would be holding a retreat to develop a strategic plan. Ross said the Board sought a pro bono facilitator for the retreat.

**Policy Review:** Suspended during strategic planning

**Unfinished Business:**

Strategic Planning– Update: Weeks said the strategic plan would be a three-year plan, rather than five-year plan. The plan would be presented to community participants on July 31, 2007, at 7 p.m. in the Library auditorium. On August 8, 2007, the Library Leadership team would review the plan and then it would be presented at the August 16, 2007, Board meeting. Weeks said he did not participate in the planning sessions; the plan was prepared by Library staff.

**New Business:**

Budget and C.I.P. Development: Weeks said the Capital Improvement Plan (C.I.P.) was due in October. The plan submitted last year would be reviewed, including the plan for security cameras. Weeks said there was a recent bomb threat and staff was reviewing security procedures.

Discussion followed on strategies to increase the percentage of the budget spent on collections, in order to meet state library accreditation standards. This may necessitate revisiting the percentage of the budget now being spent on personnel costs. Weeks said one of his goals was to develop a strategy for increasing the materials acquisition budget.

**Trustee Comments:**

Krauth said she was impressed by the volunteer program presentation.

Sondall Saetveit had no comment.

Luckett had no comment.

Seagrave had no comment.

Anderson had no comment.

Meier had no comment.

Ross urged Trustees to attend the community meeting to review the strategic plan. The meeting would be held on July 31, 2007, at 7 p.m. in the Library auditorium. He reminded Trustees to set aside October 10-12, 2007, to attend the Iowa Library Association meeting in Coralville.

**Adjournment**

Luckett moved and Anderson seconded the motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 8:44 p.m.

# Consent Agenda

## **BOARD OF TRUSTEES AMES PUBLIC LIBRARY August 16, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, approve the consent agenda as presented/amended.

- Claims Reports 6/1/2007-7/31/2007
- Gifts
  - From Wilma Lesan  
on behalf of the Story County Master Gardener's Association ..... \$173.42
  - From Alan Maximuk ..... \$35.00
  - From Murti Salapaka and Durga Kocherlakota..... \$50.00
  - In memory of Rosemary Beaty
    - From Caroletta and Edward Beaty..... \$50.00
    - Harold and Shirley Button..... \$25.00
    - From Glenn and Diana Crosswait ..... \$25.00
    - From Stanley & H.P. Davidson ..... \$100.00
    - From Dennis and Diane Flynn..... \$100.00
    - From R.J. and Donna Flynn ..... \$100.00
    - From Donald and Connie Heim ..... \$25.00
    - From Harriet Manion ..... \$20.00
    - From Steven and Susan Ovel..... \$10.00
  - In memory of Bill Merrill and Phyllis Miller from Thomas Scott ..... \$50.00
  - In memory of Gladys Wheelock from Cheryl Binzen ..... \$200.00
- New Hires and Change in Status
  - Julianne Bacon, circulation assistant (temporary) – effective 7/20/07 at \$7.00/hour
  - Katherine Gilmore, circulation assistant (temporary) – effective 7/30/07 at \$7.00/hour
  - Kelly Grogg, circulation assistant (temporary) – effective 8/7/07 at \$7.00/hour
  - Mary Logsdon, Librarian – change in status from ½ time to full time effective 9/4/07
  - Kay Marner, library assistant – change in status from ¾ time to ½ time effective 8/1/07
  - Teresa Rosenberg, library assistant – change in status from ½ time to ¾ time effective 8/1/07

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

**Library Claims (Accruals)**  
**6/1/2007-6/30/2007**

<b>Library Administration</b>		
LIBRARY BIG READ ADJUSTMT	ADJUSTMENT	\$ (2,807.05)
JUN INFO SERV CHARGES	CITY DATA SERV	\$ 480.93
JUNE MESSENGER CHARGES	CITY MESSENGER SERV	\$ 269.43
JUNE LONG DISTANCE CHGS	LONG DISTANCE	\$ 14.21
JUN BOA CHGS PAID IN JULY	POSTAGE/FREIGHT	\$ 74.99
JUNE POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ (964.07)
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 15.35
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 43.34
JUN BOA CHGS PAID IN JULY	CONFERENCES	\$ 524.42
ROSS, DALE H	CONFERENCES	\$ 426.80
WEEKS, ART	CONFERENCES	\$ 142.36
IA STATE DAILY	ADVERTISING	\$ 140.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 5,005.79
CITY OF AMES UTILITIES	WATER/SEWER	\$ 266.57
ALLIANT ENERGY	NATURAL GAS	\$ 21.63
ACCURATE MECHANICAL CO IN	FIXED EQUIPMENT REPAIR	\$ 25,036.27
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 7.66
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 277.08
CH ISSUES	OFFICE SUPPLIES	\$ 110.88
RECLASS UNALLOCATED BOA	OFFICE SUPPLIES	\$ 5.98
QUILL CORP	OFFICE SUPPLIES	\$ 5.82
JUN BOA CHGS PAID IN JULY	MINOR OFFICE EQUIPMENT	\$ 99.99
JUN BOA CHGS PAID IN JULY	MINOR COMPUTER EQUIPMENT	\$ 3,321.37
JUN BOA CHGS PAID IN JULY	AG-HORT SUPPLIES	\$ 35.15
FITZ ELECTRIC	STRUCTURAL MATERIAL	\$ 15,395.04
JUN BOA CHGS PAID IN JULY	EQUIPMENT PARTS/SUPPLIES	\$ 457.09
RECLASS UNALLOCATED BOA	EQUIPMENT PARTS/SUPPLIES	\$ 72.44
RECLASS UNALLOCATED BOA	MINOR EQUIPMENT TOOLS	\$ 251.73
RECLASS UNALLOCATED BOA	FOOD & FEED	\$ 68.80
RECLASS UNALLOCATED BOA	PURCHASE CARD CLEARING	\$ (787.73)
JUN BOA CHGS PAID IN JULY	FUEL FOR VEHICLES/EQUIP	\$ 6.06
	<b>Total Administration</b>	<b>\$ 48,018.33</b>
<b>Outreach Services</b>		
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ 2,169.39
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ 31.46
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ 134.50
JUNE LONG DISTANCE CHGS	LONG DISTANCE	\$ 4.10
JUN FLEET CHGS	FLEET OPERATING/MAINT	\$ 171.43
JUN FLEET CHGS	FLEET REPLACEMENT FUNDS	\$ 1,803.00
JUNE POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 79.78
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1.54
BOHLKE, SARAH	TRAVEL/MEETINGS	\$ 33.20
TUCKNESS, ANASTASIA	TRAVEL/MEETINGS	\$ 32.64
CITY OF AMES UTILITIES	ELECTRICITY	\$ 43.41
JUN BOA CHGS PAID IN JULY	OFFICE SUPPLIES	\$ 28.64
SAMS CLUB DIRECT COMM ACC	FOOD & FEED	\$ 31.80
	<b>Total Outreach Services</b>	<b>\$ 4,564.89</b>
<b>Collections</b>		
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ 952.41
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ 13.81

**Library Claims (Accruals)**  
**6/1/2007-6/30/2007**

ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ 59.05
JUNE PRINTING CHARGES	PRINTING/GRAPHICS	\$ 10.35
JUNE LONG DISTANCE CHGS	LONG DISTANCE	\$ 4.33
JUNE POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 809.25
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.77
JUN BOA CHGS PAID IN JULY	CONFERENCES	\$ (21.38)
RECLASS UNALLOCATED BOA	CONFERENCES	\$ (129.38)
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 55.87
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 13.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 689.18
GAYLORD BROTHERS	EQUIPMENT PARTS/SUPPLIES	\$ 128.09
RECLASS UNALLOCATED BOA	PURCHASE CARD CLEARING	\$ 129.38
BAKER & TAYLOR INC	JUVENILE	\$ 72.07
ROSEN PUBLISHING	JUVENILE	\$ 15.95
BAKER & TAYLOR INC	ADULT REFERENCE	\$ 193.91
WAPSIPINICON ALMANAC	ADULT REFERENCE	\$ 8.00
INFO USA MARKETING INC	ADULT REFERENCE	\$ 495.00
JUN BOA CHGS PAID IN JULY	AUDIO-VISUAL	\$ 293.99
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 151.71
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 6.50
HOLLYWOOD VIDEO	AUDIO-VISUAL	\$ 699.72
AMAZON CREDIT PLAN	AUDIO-VISUAL	\$ 150.88
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 114.39
AMAZON CREDIT PLAN	ADULT COLLECTIONS	\$ 39.97
	<b>Total Collections</b>	<b>\$ 4,956.82</b>
<b>Programming &amp; Promotions</b>		
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ 605.16
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ 8.77
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ 37.52
JUNE PRINTING CHARGES	PRINTING/GRAPHICS	\$ 331.75
JUNE LONG DISTANCE CHGS	LONG DISTANCE	\$ 5.11
JUN BOA CHGS PAID IN JULY	CONFERENCES	\$ 634.17
CAREY, LYNNE D	CONFERENCES	\$ 67.90
JUN BOA CHGS PAID IN JULY	OFFICE SUPPLIES	\$ 65.51
RECLASS UNALLOCATED BOA	OFFICE SUPPLIES	\$ 38.84
JUN BOA CHGS PAID IN JULY	FOOD & FEED	\$ 20.00
RECLASS UNALLOCATED BOA	FOOD & FEED	\$ 89.63
JUN BOA CHGS PAID IN JULY	SPECIAL PROJECT SUPPLIES	\$ 23.42
RECLASS UNALLOCATED BOA	SPECIAL PROJECT SUPPLIES	\$ 446.92
RECLASS UNALLOCATED BOA	PURCHASE CARD CLEARING	\$ (410.75)
	<b>Total Programming &amp; Promotions</b>	<b>\$ 1,963.95</b>
<b>Public Services</b>		
ACCRUE 6/16 TO 6/30 WAGES	LONGEVITY	\$ 40.00
ACCRUE 6/16 TO 6/30 WAGES	SICK LEAVE	\$ 1,042.94
ACCRUE 6/16 TO 6/30 WAGES	VACATION	\$ 1,313.55
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ 34.75
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ 148.58
JUNE PRINTING CHARGES	PRINTING/GRAPHICS	\$ 36.20
JUNE LONG DISTANCE CHGS	LONG DISTANCE	\$ 5.08
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 19.97
JUN BOA CHGS PAID IN JULY	NON-CITY SERVICE	\$ 10.80

**Library Claims (Accruals)**  
**6/1/2007-6/30/2007**

RECLASS UNALLOCATED BOA	OFFICE SUPPLIES	\$ 18.51
JUN BOA CHGS PAID IN JULY	CLEANING SUPPLIES	\$ 11.48
RECLASS UNALLOCATED BOA	CLEANING SUPPLIES	\$ 9.77
JUN BOA CHGS PAID IN JULY	FOOD & FEED	\$ 119.32
JUN BOA CHGS PAID IN JULY	SPECIAL PROJECT SUPPLIES	\$ 85.00
RECLASS UNALLOCATED BOA	PURCHASE CARD CLEARING	\$ (123.17)
	<b>Total Public Services</b>	<b>\$ 2,772.78</b>
<b>Circulation</b>		
6/30/07 SMYLES PR/BENEFIT	PERS SALARIES/WAGES	\$ (110.06)
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ 5,886.75
6/30/07 SMYLES PR/BENEFIT	LIFE INSURANCE	\$ (0.86)
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ 85.36
6/30/07 SMYLES PR/BENEFIT	MEDICARE FICA	\$ (1.60)
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ 364.98
6/30/07 SMYLES PR/BENEFIT	FICA	\$ (6.82)
6/30/07 SMYLES PR/BENEFIT	IPERS	\$ (6.33)
6/30/07 SMYLES PR/BENEFIT	WORKERS COMP	\$ (1.24)
JUNE PRINTING CHARGES	PRINTING/GRAPHICS	\$ 24.00
JUNE LONG DISTANCE CHGS	LONG DISTANCE	\$ 16.18
LIBRARY MC/VISA CHARGES	OUTSIDE PROF SERV	\$ 106.25
JUNE POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$ 75.04
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 270.51
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 429.60
RECLASS UNALLOCATED BOA	PURCHASE CARD CLEARING	\$ (10.94)
	<b>Total Circulation</b>	<b>\$ 7,120.82</b>
<b>Computer Lab</b>		
RECLASS UNALLOCATED BOA	OFFICE SUPPLIES	\$ 329.97
	<b>Total Computer Lab</b>	<b>\$ 329.97</b>
<b>TOTAL</b>		<b>\$ 69,727.56</b>
Dale Ross, President	Melody Warnick, Secretary	Date:

**Library Claims**  
**7/1/2007-7/31/2007**

<b>Library Administration</b>		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 26,503.40
PAYROLL SUMMARY	IPERS DISABILITY	\$ 126.32
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.79
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,169.86
PAYROLL SUMMARY	MEDICARE FICA	\$ 377.24
PAYROLL SUMMARY	FICA	\$ 1,613.10
PAYROLL SUMMARY	IPERS	\$ 1,603.44
PAYROLL SUMMARY	WORKERS COMP	\$ 52.06
7/07 TELEPHONE SYSTEM COS	PHONE OPERATION & MAINT	\$ 231.05
PURCHASE POWER	POSTAGE/FREIGHT	\$ 4.99
BANK OF AMERICA	POSTAGE/FREIGHT	\$ 74.99
RESERVE ACCOUNT	POSTAGE/FREIGHT	\$ 500.00
BANK OF AMERICA	CONFERENCES	\$ 524.42
IA LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 30.00
AMER LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	\$ 116.76
DEX MEDIA EAST	ADVERTISING	\$ 176.00
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 151.93
DOOR STORE & FENCE STORE	FIXED EQUIPMENT REPAIR	\$ 68.00
ACRONIS INC	COMPUTER MAINT	\$ 838.80
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 117.07
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 436.12
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 44.45
QUALITYONE COMMERCIAL CLE	NON-CITY SERVICE	\$ 3,775.00
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 277.08
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 17.66
QUILL CORP	OFFICE SUPPLIES	\$ 82.38
BANK OF AMERICA	OFFICE SUPPLIES	\$ 5.98
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 99.99
LIBRARY 7/31/07	MINOR COMPUTER EQUIPMENT	\$ (30.00)
REBATE LIB 7-6-07	MINOR COMPUTER EQUIPMENT	\$ (250.00)
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 4,002.12
BANK OF AMERICA	AG-HORT SUPPLIES	\$ 35.15
FITZ ELECTRIC	STRUCTURAL MATERIAL	\$ 4,604.61
BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 18.56
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 654.63
NEUTRON INDUSTRIES INC	CLEANING SUPPLIES	\$ 189.00
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 510.97
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$ 258.72
BANK OF AMERICA	FOOD & FEED	\$ 102.07
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (787.73)
BANK OF AMERICA	FUEL FOR VEHICLES/EQUIP	\$ 6.06
	<b>Total Administration</b>	<b>\$ 50,403.04</b>
<b>Outreach Services</b>		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 15,134.72
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ (2,169.39)
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 3,539.67
PAYROLL SUMMARY	IPERS DISABILITY	\$ 101.73
PAYROLL SUMMARY	LIFE INSURANCE	\$ 49.15
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 767.72
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ (31.46)

**Library Claims**  
**7/1/2007-7/31/2007**

PAYROLL SUMMARY	MEDICARE FICA	\$ 269.37
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ (134.50)
PAYROLL SUMMARY	FICA	\$ 1,151.85
PAYROLL SUMMARY	IPERS	\$ 1,041.79
PAYROLL SUMMARY	WORKERS COMP	\$ 65.37
7/07 TELEPHONE SYSTEM COS	PHONE OPERATION & MAINT	\$ 138.63
IA COMMUNITIES ASSURANCE	INSURANCE OUTSIDE	\$ 687.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 31.58
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 417.05
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 119.10
MIDIOWA NET	COMPUTER MAINT	\$ 25.00
BANK OF AMERICA	OFFICE SUPPLIES	\$ 28.64
	<b>Total Outreach Services</b>	<b>\$ 21,233.02</b>
<b>Collections</b>		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 16,612.07
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ (952.41)
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,841.59
PAYROLL SUMMARY	IPERS DISABILITY	\$ 109.65
PAYROLL SUMMARY	LIFE INSURANCE	\$ 48.38
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,604.80
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ (13.81)
PAYROLL SUMMARY	MEDICARE FICA	\$ 256.00
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ (59.05)
PAYROLL SUMMARY	FICA	\$ 1,094.55
PAYROLL SUMMARY	IPERS	\$ 1,116.46
PAYROLL SUMMARY	WORKERS COMP	\$ 30.39
7/07 TELEPHONE SYSTEM COS	PHONE OPERATION & MAINT	\$ 184.84
BIBLIOGRAPHIC CTR FOR RES	OUTSIDE PROF SERV	\$ 16,000.00
NORTH IA LIBRARY COOP	CONFERENCES	\$ 60.00
BANK OF AMERICA	CONFERENCES	\$ (150.76)
QUILL CORP	OFFICE SUPPLIES	\$ 17.98
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 268.41
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 695.96
GAYLORD BROTHERS	EQUIPMENT PARTS/SUPPLIES	\$ 741.00
AFFORDABLE ALTERNATIVES I	EQUIPMENT PARTS/SUPPLIES	\$ 288.70
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 321.10
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 9,425.72
IA STATE DAILY	PERIODICALS	\$ 62.00
BOOKPAGE	PERIODICALS	\$ 360.00
BAKER & TAYLOR INC	JUVENILE	\$ 3,631.62
RANDOM HOUSE INC	JUVENILE	\$ 21.60
FOLKMANIS INC	JUVENILE	\$ 326.70
BAKER & TAYLOR INC	ADULT REFERENCE	\$ 12.71
CONGRESSIONAL QUARTERLY I	ADULT REFERENCE	\$ 443.10
EBSCO SUBSCRIPTION SERVIC	ADULT REFERENCE	\$ 2,355.00
SALEM PRESS INC	ADULT REFERENCE	\$ 83.00
STATE LIBRARY OF IOWA	ADULT REFERENCE	\$ 1,643.93
PROQUEST INFORMATION & LE	ADULT REFERENCE	\$ 675.00
BOOKLETTERS LLC	ADULT REFERENCE	\$ 1,500.00
GREY HOUSE PUBLISHING	ADULT REFERENCE	\$ 646.50
HOLLYWOOD VIDEO	AUDIO-VISUAL	\$ 89.28

**Library Claims**  
**7/1/2007-7/31/2007**

MIDWEST TAPE	AUDIO-VISUAL	\$ 95.96
BANK OF AMERICA	AUDIO-VISUAL	\$ 351.95
BOLINDA PUBLISHING INC	AUDIO-VISUAL	\$ 260.80
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 1,779.09
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 47.86
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 190.98
	<b>Total Collections</b>	<b>\$ 65,118.65</b>
<b>Programming &amp; Promotions</b>		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,556.06
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ (605.16)
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 685.83
PAYROLL SUMMARY	IPERS DISABILITY	\$ 71.26
PAYROLL SUMMARY	LIFE INSURANCE	\$ 30.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,044.88
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ (8.77)
PAYROLL SUMMARY	MEDICARE FICA	\$ 160.88
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ (37.52)
PAYROLL SUMMARY	FICA	\$ 687.95
PAYROLL SUMMARY	IPERS	\$ 658.50
PAYROLL SUMMARY	WORKERS COMP	\$ 15.31
7/07 TELEPHONE SYSTEM COS	PHONE OPERATION & MAINT	\$ 92.42
IA LIBRARY ASSOC	CONFERENCES	\$ 161.00
BANK OF AMERICA	CONFERENCES	\$ 634.17
BANK OF AMERICA	OFFICE SUPPLIES	\$ 104.35
BANK OF AMERICA	FOOD & FEED	\$ 109.63
QIU, MICHAEL	FOOD & FEED	\$ 13.33
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 31.00
UPSTART	SPECIAL PROJECT SUPPLIES	\$ 18.50
ROBINSON, CHRISTINA	SPECIAL PROJECT SUPPLIES	\$ 9.95
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 470.34
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (246.08)
	<b>Total Programming &amp; Promotions</b>	<b>\$ 14,657.99</b>
<b>Public Services</b>		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 42,107.58
ACCRUE 6/16 TO 6/30 WAGES	LONGEVITY	\$ (40.00)
PAYROLL SUMMARY	LONGEVITY	\$ 40.00
ACCRUE 6/16 TO 6/30 WAGES	SICK LEAVE	\$ (1,042.94)
PAYROLL SUMMARY	SICK LEAVE	\$ 1,042.94
ACCRUE 6/16 TO 6/30 WAGES	VACATION	\$ (1,313.55)
PAYROLL SUMMARY	VACATION	\$ 1,313.55
PAYROLL SUMMARY	IPERS DISABILITY	\$ 284.22
PAYROLL SUMMARY	LIFE INSURANCE	\$ 123.52
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,227.40
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ (34.75)
PAYROLL SUMMARY	MEDICARE FICA	\$ 635.35
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ (148.58)
PAYROLL SUMMARY	FICA	\$ 2,716.58
PAYROLL SUMMARY	IPERS	\$ 2,549.90
PAYROLL SUMMARY	WORKERS COMP	\$ 50.26
2007-3 MUNICIPAL CODE SUP	PRINTING/GRAPHICS	\$ 19.94
7/07 TELEPHONE SYSTEM COS	PHONE OPERATION & MAINT	\$ 462.10

**Library Claims**  
**7/1/2007-7/31/2007**

MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 234.43
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 872.24
BANK OF AMERICA	NON-CITY SERVICE	\$ 10.80
CH ISSUES	OFFICE SUPPLIES	\$ 166.44
BANK OF AMERICA	OFFICE SUPPLIES	\$ 18.51
BANK OF AMERICA	CLEANING SUPPLIES	\$ 21.25
BANK OF AMERICA	FOOD & FEED	\$ 119.32
FAX MACHINE LIB 7-10-07	SPECIAL PROJECT SUPPLIES	\$ (3.88)
LIB 7-16-07	SPECIAL PROJECT SUPPLIES	\$ (10.50)
LIB 7-30-07	SPECIAL PROJECT SUPPLIES	\$ (6.50)
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 85.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (123.17)
	<b>Total Public Services</b>	<b>\$ 54,377.46</b>
<b>Circulation</b>		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 16,437.46
ACCRUE 6/16 TO 6/30 WAGES	TEMP SALARIES/WAGES	\$ (5,886.75)
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 11,674.63
PAYROLL SUMMARY	IPERS DISABILITY	\$ 100.32
PAYROLL SUMMARY	LIFE INSURANCE	\$ 54.57
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,161.48
ACCRUE 6/16 TO 6/30 WAGES	MEDICARE FICA	\$ (85.36)
PAYROLL SUMMARY	MEDICARE FICA	\$ 399.58
ACCRUE 6/16 TO 6/30 WAGES	FICA	\$ (364.98)
PAYROLL SUMMARY	FICA	\$ 1,708.40
PAYROLL SUMMARY	IPERS	\$ 1,599.74
PAYROLL SUMMARY	WORKERS COMP	\$ 248.09
7/07 TELEPHONE SYSTEM COS	PHONE OPERATION & MAINT	\$ 231.05
PAPER ROLL PRODUCTS	OFFICE SUPPLIES	\$ 76.35
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (10.94)
	<b>Total Circulation</b>	<b>\$ 28,343.64</b>
<b>Computer Lab</b>		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 942.70
PAYROLL SUMMARY	IPERS DISABILITY	\$ 6.36
PAYROLL SUMMARY	LIFE INSURANCE	\$ 2.58
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 129.58
PAYROLL SUMMARY	MEDICARE FICA	\$ 13.58
PAYROLL SUMMARY	FICA	\$ 58.02
PAYROLL SUMMARY	IPERS	\$ 57.04
PAYROLL SUMMARY	WORKERS COMP	\$ 0.76
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 150.00
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 436.12
BANK OF AMERICA	OFFICE SUPPLIES	\$ 329.97
	<b>Total Computer Lab</b>	<b>\$ 2,126.71</b>
<b>TOTAL</b>		<b>\$ 236,260.51</b>
Dale Ross, President	Melody Warnick, Secretary	Date:

EXPENSE REPORT SUMMARY FY 2006/2007																	
June 30, 2007																	
12 Months =100.0%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
<b>PERSONAL SERVICES</b>																	
Salaries	1,497,828	117,389	121,237	125,366	125,399	125,364	125,365	125,399	125,366	125,398	125,383	125,398	124,536	(110)	1,491,490	6,338	99.6%
Temporary Salaries	202,526	8,571	18,583	14,242	13,512	14,666	12,862	13,460	15,843	12,611	14,367	16,035	16,792	9,614	181,158	21,368	89.4%
Longevity	5,553	226				2,617				2,710				40	5,593	(40)	100.7%
Sick Leave	8,892	8,892												1,043	9,935	(1,043)	111.7%
Adjustment						(502)			(585)		(525)		(430)	(2,807)	(4,849)	4,849	
Vacation	1,863	1,863											235	1,314	3,412	(1,549)	183.1%
<b>Total Personal Svcs</b>	<b>1,716,662</b>	<b>136,941</b>	<b>139,820</b>	<b>139,608</b>	<b>138,911</b>	<b>142,145</b>	<b>138,227</b>	<b>138,859</b>	<b>140,624</b>	<b>140,719</b>	<b>139,225</b>	<b>141,433</b>	<b>141,133</b>	<b>9,094</b>	<b>1,686,739</b>	<b>29,923</b>	<b>98.3%</b>
<b>EMPLOYEE BENEFITS</b>																	
Temp Salaries Benefits	29,305														0	29,305	0.0%
IPERS Disability	9,191	764	763	761	760	760	781	779	780	780	781	779	780		9,268	(77)	100.8%
Life Insurance	4,605	354	361	397	393	395	393	395	392	393	394	391	389		4,647	(42)	100.9%
Health Insurance	176,819	13,501	13,866	14,735	14,735	14,735	14,735	14,733	14,518	14,518	14,517	14,026	14,105		172,724	4,095	97.7%
FICA Medicare	21,332	1,932	1,975	1,973	1,963	2,017	1,950	1,967	2,003	1,997	1,982	2,006	2,011	174	23,950	(2,618)	112.3%
FICA	91,216	8,255	8,455	8,434	8,392	8,624	8,349	8,400	8,567	8,533	8,474	8,586	8,600	738	102,407	(11,191)	112.3%
IPERS	87,053	7,838	7,846	7,923	7,893	8,108	7,851	7,780	8,016	8,008	7,980	8,027	7,915	(7)	95,178	(8,125)	109.3%
Workers Comp	3,542	568	469	346	434	450	429	435	460	425	436	451	448	(2)	5,349	(1,807)	151.0%
Flex Benefits	1,004									747					747	257	74.4%
<b>Total Employee Ben</b>	<b>424,067</b>	<b>33,212</b>	<b>33,735</b>	<b>34,569</b>	<b>34,570</b>	<b>35,089</b>	<b>34,488</b>	<b>34,489</b>	<b>34,736</b>	<b>35,401</b>	<b>34,564</b>	<b>34,266</b>	<b>34,248</b>	<b>903</b>	<b>414,270</b>	<b>9,797</b>	<b>97.7%</b>
<b>INTERNAL SERVICES</b>																	
City Data Services	7,540		623	622	623	622	722	721	722	721	721	481	481	481	7,540	0	100.0%
City Messenger	2,932		185	225	229	199	202	222	209	212	155	206	318	269	2,631	301	89.7%
Printing	4,542	11	119	263	144	324	37	343	155	95	274	1,487	277	401	3,930	612	86.5%
Insurance & Bonds	18,463		3,192	1,596	1,596	1,596	1,596	1,596	1,596	1,596	1,596	1,596	1,594		19,150	(687)	103.7%
Phone Operation/Maint	16,081	1,339	1,341	1,340	1,341	1,339	1,341	1,338	1,340	1,342	1,339	1,342	1,340		16,082	(1)	100.0%
Long Distance	517		35	40	40	36	37	41	46	46	62	45	43	52	523	(6)	101.2%
Fleet Operating/Maint	11,149		1,220	2,511	1,066	203	449	1,896	390	190	1,336	387	526	171	10,345	804	92.8%
Fleet Replacement	21,636		1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	21,636	0	100.0%
Computer Replacement	6,746	675	674	675	675	674	675	674	675	675	674				6,746	0	100.0%
Interdepartmental Labor															0	0	
<b>Total Internal Svcs</b>	<b>89,606</b>	<b>2,025</b>	<b>9,192</b>	<b>9,075</b>	<b>7,517</b>	<b>6,796</b>	<b>6,862</b>	<b>8,634</b>	<b>6,936</b>	<b>6,680</b>	<b>7,960</b>	<b>7,347</b>	<b>6,382</b>	<b>3,177</b>	<b>88,583</b>	<b>1,023</b>	<b>98.9%</b>
<b>CONTRACTUAL</b>																	
Outside Prof Services	31,288	27,966	154	707	851	81	1,261	215	(73)	80	(247)	868	1,320	107	33,290	(2,002)	106.4%
Postage/Freight	13,443	1,074	135	941	3,090	1,047	1,094	2,033	1,038	106	1,080	1,234	467	426	13,765	(322)	102.4%
Travel/Meetings	1,404	63	25	271	129	199	(17)		25	57	38	171	28	66	1,055	349	75.1%
Training	2,002	170	40	250	72	836	12	(269)			16	12			1,139	863	56.9%
Conferences	14,081		450	52	1,589	1,870		833	1,248	494	687	1,859	166	1,644	10,892	3,189	77.4%
Subscriptions/Books	45			45									40		85	(40)	188.9%
Dues & Memberships	4,602	95	220	155	145	715	110	350	647	250	605	940			4,232	370	92.0%
Printing	1,794			56	144			470			252	14	694		1,630	164	90.9%
Advertising	3,500		321		322	168		352	176	176	200	352	713	140	2,920	580	83.4%
Recruiting Costs	5,522		68	184	5,386	(116)									5,522	0	100.0%
Insurance	687	687													687	0	100.0%
Electricity	47,362		5,703	6,125	4,798	2,912	3,012	2,515	3,093	2,800	2,858	2,873	3,311	5,049	45,049	2,313	95.1%
Phone Operation/Maint	19,410	1,577	1,722	1,670	1,599	1,356	1,693	1,670	1,671	1,671	1,683	1,681	1,939		19,932	(522)	102.7%
Long Distance	20														0	20	0.0%

EXPENSE REPORT SUMMARY FY 2006/2007																	
June 30, 2007																	
12 Months =100.0%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
Water/Sewer	3,400		495	272	276	264	259	225	261	247	256	264	256	266	3,341	59	98.3%
Waste Disposal	2,118		183	182	265		366	182	183	182	183	182	183		2,091	27	98.7%
Natural Gas	9,950		21	19	304	849	1,665	1,975	2,712	1,572	1,086	406	19	22	10,650	(700)	107.0%
Structural Repair	54,644		576	5,139	5,595		1,546	50	856	44	475	97			14,378	40,266	26.3%
Moveable Equip Repair	1,240			405	85				227			150			867	373	69.9%
Fixed Equip Repair	19,000		107	4,290	357	4,336	368	584	3,538	1,656	311	2,473	3,354	25,036	46,410	(27,410)	244.3%
Computer Maintenance	36,425	551	1,831	99	1,830	27,127	12	1,831	105	13	1,818	1,359	13		36,589	(164)	100.5%
Rentals & Leases	19,955	502	2,313	501	2,096	653	2,201	2,246	1,409	1,295	1,373	1,375	2,201		18,165	1,790	91.0%
Contractual Employees	0														0	0	
Other Non-City Services	13,570	339	714	955	964	803	1,068	862	1,623	2,026	2,063	736	2,856	724	15,733	(2,163)	115.9%
<b>Total Contractual</b>	<b>305,462</b>	<b>33,024</b>	<b>15,078</b>	<b>22,318</b>	<b>29,897</b>	<b>43,100</b>	<b>14,650</b>	<b>16,124</b>	<b>18,739</b>	<b>12,669</b>	<b>14,737</b>	<b>17,046</b>	<b>17,560</b>	<b>33,480</b>	<b>288,422</b>	<b>17,040</b>	<b>94.4%</b>
<b>COMMODITIES</b>																	
Office Supplies	14,300	1,449	611	1,409	1,025	1,546	740	1,038	1,197	403	953	1,411	680	604	13,066	1,234	91.4%
Minor Office Equipment	21,065	359		812	19,263	287		76				554	(480)	100	20,971	94	99.6%
Minor Computer Equip	9,000	(100)			56	831		710		901		5,264	(1,361)	3,322	9,623	(623)	106.9%
Ag-Hort Supplies	0													35	35	(35)	
Structural Materials	21,532		231		12	32								15,395	15,670	5,862	72.8%
Chemicals/Lab Supplies	0														0	0	
Cleaning Supplies	7,233	260	627	349	1,061	136	791	795	961	7	833	603	1,671	21	8,115	(882)	112.2%
Equip Parts/Supplies	27,793	612	2,867	4,438	4,412	3,302	719	4,626	628	1,074	918	893	2,398	1,415	28,302	(509)	101.8%
Minor Equipment/Tools	1,230	40	52			182		61	15			20	635	252	1,257	(27)	102.2%
Food	3,159		261	211	176	401	18	186	111	514	376	306	105	330	2,995	164	94.8%
Wearing Apparel	0														0	0	
Special Project Supplies	4,105	(73)	238	153	308	295	42	176	139	712	162	1,343	1,399	555	5,449	(1,344)	132.7%
Purchase Card Clearing	0		4,082	52	2,495	(4,931)	1,398	(1,788)	1,550	(992)	4,842	(6,702)	1,198	(1,204)	0	0	
Equipment/Vehicle Fuel	25					5								6	11	14	44.0%
<b>Total Commodities</b>	<b>109,442</b>	<b>2,547</b>	<b>8,969</b>	<b>7,424</b>	<b>28,808</b>	<b>2,086</b>	<b>3,708</b>	<b>5,880</b>	<b>4,601</b>	<b>2,619</b>	<b>8,084</b>	<b>3,692</b>	<b>6,245</b>	<b>20,831</b>	<b>105,494</b>	<b>3,948</b>	<b>96.4%</b>
<b>COLLECTION</b>																	
Periodicals	11,500	8,606	245	837	126	9		9			473	278	943		11,526	(26)	100.2%
Juvenile	62,535	2,913	2,927	9,371	4,904	10,477	3,413	6,705	2,936	3,276	4,260	7,096	3,933	88	62,299	236	99.6%
Adult Reference	40,194	10,788	3,971	10,105	865	453	1,785	312	1,642	814	1,406	4,564	3,127	697	40,529	(335)	100.8%
Audio Visual	71,000	2,825	5,826	7,912	8,931	6,716	5,577	5,912	4,634	5,205	6,163	3,632	6,939	1,303	71,575	(575)	100.8%
Adult Collection	116,000	8,002	12,129	14,067	(852)	26,755	8,196	8,975	6,279	5,801	8,537	11,195	7,225	155	116,464	(464)	100.4%
<b>Total Collection</b>	<b>301,229</b>	<b>33,134</b>	<b>25,098</b>	<b>42,292</b>	<b>13,974</b>	<b>44,410</b>	<b>18,971</b>	<b>21,913</b>	<b>15,491</b>	<b>15,096</b>	<b>20,839</b>	<b>26,765</b>	<b>22,167</b>	<b>2,243</b>	<b>302,393</b>	<b>(1,164)</b>	<b>100.4%</b>
<b>OTHER EXPENDITURES</b>																	
Refunds															0	0	
<b>Total Other Expenditures</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GRAND TOTAL</b>	<b>2,946,468</b>	<b>240,883</b>	<b>231,892</b>	<b>255,286</b>	<b>253,677</b>	<b>273,626</b>	<b>216,906</b>	<b>225,899</b>	<b>221,127</b>	<b>213,184</b>	<b>225,409</b>	<b>230,549</b>	<b>227,735</b>	<b>69,728</b>	<b>2,885,901</b>	<b>60,567</b>	<b>97.9%</b>

<b>2006/07 Library Expense Summary</b>							
<b>All Funding Sources</b>							
<b>June 30, 2007</b>							
<b>12 Months =100.0%</b>							
	<b>General Fund</b>	<b>Local Option Tax</b>	<b>Bequest Funds</b>	<b>State Funding</b>	<b>Friends of the Library</b>	<b>Donations &amp; Grants</b>	<b>Total Expenses</b>
<b>Administration:</b>							
General administration	689,338				557		<b>689,895</b>
Building maintenance		37,559					<b>37,559</b>
Building project			75,441				<b>75,441</b>
Strategic planning			3,155				<b>3,155</b>
Equipment/furniture				3,144		17,795	<b>20,939</b>
Computer equipment			26,764	28,182			<b>54,946</b>
<b>Total Administration</b>	<b>689,338</b>	<b>37,559</b>	<b>105,360</b>	<b>31,326</b>	<b>557</b>	<b>17,795</b>	<b>881,935</b>
<b>Outreach Services:</b>							
<b>Total Outreach Services</b>	<b>278,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>278,800</b>
<b>Collections:</b>							
Collections administration	330,031						<b>330,031</b>
Periodicals	11,526						<b>11,526</b>
Youth collection	62,299		21,215		523	1,812	<b>85,849</b>
Reference collection	40,529						<b>40,529</b>
Audio/visual collection	71,575						<b>71,575</b>
Adult collection	116,464				11,741	21,008	<b>149,213</b>
<b>Total Collections</b>	<b>632,424</b>	<b>0</b>	<b>21,215</b>	<b>0</b>	<b>12,264</b>	<b>22,820</b>	<b>688,723</b>
<b>Programming/ Promotions:</b>							
General programming	173,304				6,690	759	<b>180,753</b>
Project Smyles						30,444	<b>30,444</b>
Books for Babies						10,744	<b>10,744</b>
Teen Space			1,365				<b>1,365</b>
The Big Read						7,300	<b>7,300</b>
<b>Total Programming</b>	<b>173,304</b>	<b>0</b>	<b>1,365</b>	<b>0</b>	<b>6,690</b>	<b>49,247</b>	<b>230,606</b>
<b>Public Services:</b>							
<b>Total Public Services</b>	<b>664,460</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>664,460</b>
<b>Circulation:</b>							
<b>Total Circulation</b>	<b>425,179</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>425,179</b>
<b>Computer Lab:</b>							
<b>Total Computer Lab</b>	<b>22,396</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,396</b>
<b>Transfers:</b>							
Project Smyles support			27,448	1,210			<b>28,658</b>
Books for Babies support				10,035			<b>10,035</b>
<b>Total Transfers</b>	<b>0</b>	<b>0</b>	<b>27,448</b>	<b>11,245</b>	<b>0</b>	<b>0</b>	<b>38,693</b>
<b>Total Expenses</b>	<b>2,885,901</b>	<b>37,559</b>	<b>155,388</b>	<b>42,571</b>	<b>19,511</b>	<b>89,862</b>	<b>3,230,792</b>

<b>2006/07 Library Expense Summary</b>						
<b>June 30, 2007</b>						
<b>12 Months =100.0%</b>						
	<b>2005/06</b>	<b>2006/07</b>	<b>YTD</b>	<b>YTD</b>	<b>Current</b>	<b>%</b>
	<b>Actuals</b>	<b>Budget</b>	<b>2005/06</b>	<b>2006/07</b>	<b>Balance</b>	<b>Spent</b>
<b>PERSONAL SERVICES</b>						
Salaries	1,374,857	1,497,828	1,374,857	1,491,490	6,338	
Temporary Salaries	208,299	202,526	208,299	181,158	21,368	
Longevity	5,852	5,553	5,852	5,593	(40)	
Sick Leave		8,892		9,935	(1,043)	
Adjustment				(4,849)	4,849	
Vacation	6,912	1,863	6,912	3,412	(1,549)	
<b>Total Personal Services</b>	<b>1,595,920</b>	<b>1,716,662</b>	<b>1,595,920</b>	<b>1,686,739</b>	<b>29,923</b>	<b>98.3%</b>
<b>EMPLOYEE BENEFITS</b>						
Temp Salaries Benefits		29,305			29,305	
IPERS Disability	8,750	9,191	8,750	9,268	(77)	
Life Insurance	3,244	4,605	3,244	4,647	(42)	
Health Insurance	168,881	176,819	168,881	172,724	4,095	
FICA Medicare	22,486	21,332	22,486	23,950	(2,618)	
FICA	96,151	91,216	96,151	102,407	(11,191)	
IPERS	90,020	87,053	90,020	95,178	(8,125)	
Workers Compensation	5,000	3,542	5,000	5,349	(1,807)	
Flex Administration	1,298	1,004	1,298	747	257	
<b>Total Employee Benefits</b>	<b>395,830</b>	<b>424,067</b>	<b>395,830</b>	<b>414,270</b>	<b>9,797</b>	<b>97.7%</b>
<b>INTERNAL SERVICES</b>						
City Data Services	7,204	7,540	7,204	7,540	0	
City Messenger	2,948	2,932	2,948	2,631	301	
Printing	3,610	4,542	3,610	3,930	612	
Insurance & Bonds	18,784	18,463	18,784	19,150	(687)	
Phone Operation/Maintenance	16,082	16,081	16,082	16,082	(1)	
Long Distance	491	517	491	523	(6)	
Fleet Operating/Maintenance	5,779	11,149	5,779	10,345	804	
Fleet Replacement	20,556	21,636	20,556	21,636	0	
Computer Replacement	13,481	6,746	13,481	6,746	0	
Interdepartmental Labor	151		151		0	
<b>Total Internal Services</b>	<b>89,086</b>	<b>89,606</b>	<b>89,086</b>	<b>88,583</b>	<b>1,023</b>	<b>98.9%</b>
<b>CONTRACTUAL</b>						
Outside Professional Services	22,867	31,288	22,867	33,290	(2,002)	
Postage/Freight	10,409	13,443	10,409	13,765	(322)	
Travel/Meetings	1,362	1,404	1,362	1,055	349	
Training	3,159	2,002	3,159	1,139	863	
Conferences	14,694	14,081	14,694	10,892	3,189	
Subscriptions and Books	35	45	35	85	(40)	
Dues & Memberships	3,978	4,602	3,978	4,232	370	
Printing	2,179	1,794	2,179	1,630	164	
Advertising	3,357	3,500	3,357	2,920	580	
Recruiting Costs	9,405	5,522	9,405	5,522	0	
Insurance		687		687	0	
Electricity	46,870	47,362	46,870	45,049	2,313	
Phone Operation/Maintenance	16,678	19,410	16,678	19,932	(522)	
Long Distance	(17)	20	(17)		20	
Water/Sewer	3,195	3,400	3,195	3,341	59	
Waste Disposal	3,259	2,118	3,259	2,091	27	
Natural Gas	8,546	9,950	8,546	10,650	(700)	
Structural Repair	5,947	54,644	5,947	14,378	40,266	
Moveable Equipment Repair	717	1,240	717	867	373	
Fixed Equipment Repair	16,259	19,000	16,259	46,410	(27,410)	
Computer Maintenance	41,773	36,425	41,773	36,589	(164)	
Rentals & Leases	20,019	19,955	20,019	18,165	1,790	

<b>2006/07 Library Expense Summary</b>						
<b>June 30, 2007</b>						
<b>12 Months =100.0%</b>						
	<b>2005/06</b>	<b>2006/07</b>	<b>YTD</b>	<b>YTD</b>	<b>Current</b>	<b>%</b>
	<b>Actuals</b>	<b>Budget</b>	<b>2005/06</b>	<b>2006/07</b>	<b>Balance</b>	<b>Spent</b>
Contractual Employees		0			0	
Other Non-City Services	24,650	13,570	24,650	15,733	(2,163)	
<b>Total Contractual</b>	<b>259,341</b>	<b>305,462</b>	<b>259,341</b>	<b>288,422</b>	<b>17,040</b>	<b>94.4%</b>
<b>COMMODITIES</b>						
Office Supplies	14,640	14,300	14,640	13,066	1,234	
Minor Office Equipment	4,093	21,065	4,093	20,971	94	
Minor Computer Equipment	8,849	9,000	8,849	9,623	(623)	
Ag-Hort Supplies	260	0	260	35	(35)	
Structural Materials	2,622	21,532	2,622	15,670	5,862	
Chemicals/Lab Supplies	29	0	29		0	
Cleaning Supplies	7,388	7,233	7,388	8,115	(882)	
Equipment Parts/Supplies	24,409	27,793	24,409	28,302	(509)	
Minor Equipment & Tools	2,122	1,230	2,122	1,257	(27)	
Food	4,496	3,159	4,496	2,995	164	
Wearing Apparel	221		221		0	
Special Project Supplies	6,625	4,105	6,625	5,449	(1,344)	
Purchase Card Clearing			0	0	0	
Fuel for Vehicles/Equipment	16	25	16	11	14	
<b>Total Commodities</b>	<b>75,770</b>	<b>109,442</b>	<b>75,770</b>	<b>105,494</b>	<b>3,948</b>	<b>96.4%</b>
<b>COLLECTION:</b>						
Periodicals	9,677	11,500	9,677	11,526	(26)	100.2%
Juvenile	63,731	62,535	63,731	62,299	236	99.6%
Adult Reference	26,782	40,194	26,782	40,529	(335)	100.8%
Audio Visual	68,847	71,000	68,847	71,575	(575)	100.8%
Adult Collection	122,266	116,000	122,266	116,464	(464)	100.4%
<b>Total Collection</b>	<b>291,303</b>	<b>301,229</b>	<b>291,303</b>	<b>302,393</b>	<b>(1,164)</b>	<b>100.4%</b>
<b>OTHER EXPENDITURES</b>						
Refunds	12		12		0	
<b>Total Other Expenditures</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	
<b>GRAND TOTAL</b>	<b>2,707,262</b>	<b>2,946,468</b>	<b>2,707,262</b>	<b>2,885,901</b>	<b>60,567</b>	<b>97.9%</b>
						<b>% of</b>
						<b>Total</b>
<b>TOTALS BY DIVISION:</b>						
Administration/Support	553,261	723,844	553,261	689,338	34,506	23.90%
Outreach Services	258,621	276,150	258,621	278,800	(2,650)	9.70%
Collections	589,101	626,773	589,101	632,424	(5,651)	21.90%
Programming & Promotions	200,883	187,055	200,883	173,304	13,751	6.00%
Public Services	645,632	666,368	645,632	664,460	1,908	23.00%
Circulation Services	405,215	443,775	405,215	425,179	18,596	14.70%
Computer Lab	54,549	22,503	54,549	22,396	107	0.80%
<b>GRAND TOTAL</b>	<b>2,707,262</b>	<b>2,946,468</b>	<b>2,707,262</b>	<b>2,885,901</b>	<b>60,567</b>	<b>100%</b>

<b>Library Donations Report</b>					
<b>Fiscal Year 2006/2007</b>					
<b>Year-to-Date through June 30, 2007</b>					
	<b>Library Bequests</b>	<b>State Funding</b>	<b>Friends of the Library</b>	<b>Donations &amp; Grants</b>	<b>Total</b>
<b>Balance @ 6/30/06</b>	1,479,529.86	65,430.17	(20.50)	24,517.34	1,569,456.87
<b>Revenues:</b>					
Interest revenue	74,644.23			5,947.42	80,591.65
Enrich Iowa funds		14,342.80			14,342.80
Iowa Infrastructure funds		33,039.04			33,039.04
Donations			18,160.68	28,907.12	47,067.80
Library Foundation support				21,000.00	21,000.00
NEA: The Big Read grant				7,300.00	7,300.00
Transfers from bequests				27,447.59	27,447.59
Transfers from state funding				11,245.12	11,245.12
<b>Total revenues</b>	<b>74,644.23</b>	<b>47,381.84</b>	<b>18,160.68</b>	<b>101,847.25</b>	<b>242,034.00</b>
<b>Expenses:</b>					
Administration:					
Building project	75,440.99				75,440.99
Strategic planning	3,155.57				3,155.57
Equipment/furniture				17,795.16	17,795.16
Computer equipment	26,763.99				26,763.99
Iowa Infrastructure expenses		28,182.45			28,182.45
Enrich Iowa (book bins)		3,143.72			3,143.72
Newsletter printing			556.76		556.76
Programming:					
Project Smyles				30,443.97	30,443.97
Books for Babies				10,744.04	10,744.04
Teen Space	1,365.54				1,365.54
The Big Read				7,300.00	7,300.00
Other programming			6,690.20	759.25	7,449.45
Collections:					
Youth collection	21,214.62		522.37	1,811.62	23,548.61
Adult collection			11,741.23	21,007.83	32,749.06
Transfers:					
Project Smyles support	27,447.59	1,210.20			28,657.79
Books for Babies support		10,034.92			10,034.92
<b>Total expenses</b>	<b>155,388.30</b>	<b>42,571.29</b>	<b>19,510.56</b>	<b>89,861.87</b>	<b>307,332.02</b>
<b>Current balance</b>	<b>1,398,785.79</b>	<b>70,240.72</b>	<b>(1,370.38)</b>	<b>36,502.72</b>	<b>1,504,158.85</b>
<b>Less:</b>					
Reserved principal	708,276.00	*			708,276.00
Reserved interest	76,204.04	**			76,204.04
<b>Balance available for expenditure</b>	<b>614,305.75</b>	<b>70,240.72</b>	<b>(1,370.38)</b>	<b>36,502.72</b>	<b>719,678.81</b>
* Reserved principal consists of \$600,000 of the Gladys Myers bequest, \$100,000 of the Marsden bequest, the \$1,000 Tommy Feinberg bequest, the \$5,276 Gilman bequest, and the \$2,000 Smith bequest. Interest on the Feinberg and Gilman bequests are to be used for the youth collection; interest earned on the Smith bequest is to be used to acquire large print-print materials.					
** 20% of the interest earned annually on the Gladys Myers bequest was reserved by the Library Board of Trustees on April 10, 1997. The remaining 80% of the interest may be used for projects and/or acquisitions approved by the Board. On February 15, 2007, the Board approved applying the same 20% reserve process to the interest earned by the new combined bequest fund.					

<b>Library Donations Report</b>								
<b>Fiscal Year 2006/2007</b>								
<b>Year-to-Date through June 30, 2007</b>								
	<b>General</b>	<b>Children's</b>	<b>Youth</b>	<b>Books</b>	<b>Library</b>	<b>The Big</b>	<b>Project</b>	
	<b>Donations</b>	<b>Theater</b>	<b>Donations</b>	<b>for Babies</b>	<b>Foundation</b>	<b>Read Grant</b>	<b>Smyles</b>	<b>Total</b>
<b>Balance @ 6/30/06</b>	17,113.21	4,225.00	1,212.50	1,966.63				24,517.34
<b>Revenues:</b>								
Interest revenue	5,947.42							5,947.42
General donations	14,920.00							14,920.00
Project Smyles donations							6,387.12	6,387.12
Library Foundation support					21,000.00			21,000.00
Youth donations			6,600.00					6,600.00
NEA: The Big Read grant						7,300.00		7,300.00
Books for Babies donations				1,000.00				1,000.00
Transfers from bequests							27,447.59	27,447.59
Transfers from state funding				10,034.92			1,210.20	11,245.12
<b>Total revenues</b>	<b>20,867.42</b>	<b>0.00</b>	<b>6,600.00</b>	<b>11,034.92</b>	<b>21,000.00</b>	<b>7,300.00</b>	<b>35,044.91</b>	<b>101,847.25</b>
<b>Expenses:</b>								
<b>Administration:</b>								
Equipment/furniture	13,795.16		4,000.00					17,795.16
<b>Programming:</b>								
Project Smyles							30,443.97	30,443.97
Books for Babies				10,744.04				10,744.04
The Big Read						7,300.00		7,300.00
Other programming	198.29	560.96						759.25
<b>Collections:</b>								
Youth collection			1,811.62					1,811.62
Adult collection	10,393.07				10,614.76			21,007.83
<b>Total expenses</b>	<b>24,386.52</b>	<b>560.96</b>	<b>5,811.62</b>	<b>10,744.04</b>	<b>10,614.76</b>	<b>7,300.00</b>	<b>30,443.97</b>	<b>89,861.87</b>
<b>Current balance</b>	<b>13,594.11</b>	<b>3,664.04</b>	<b>2,000.88</b>	<b>2,257.51</b>	<b>10,385.24</b>	<b>0.00</b>	<b>4,600.94</b>	<b>36,502.72</b>

<b>Library Bequest Interest</b>			
<b>Interest Earned per Fiscal Year</b>			
<b>Year-to-Date through June 30, 2007</b>			
			<b>80% available</b>
			<b>for expenditure</b>
	<b>Total interest</b>	<b>20% reserved</b>	<b>or spent over</b>
<b>Fiscal year</b>	<b>revenue</b>	<b>for reinvestment</b>	<b>life of donation</b>
1995/96	7,302.50	1,460.50	5,842.00
1996/97	31,049.09	6,209.82	24,839.27
1997/98	45,429.25	9,085.85	36,343.40
1998/99	41,596.65	8,319.33	33,277.32
1999/00	43,160.74	8,632.15	34,528.59
2000/01	34,541.40	6,908.28	27,633.12
2001/02	27,804.79	5,560.96	22,243.83
2002/03	17,422.07	3,484.41	13,937.66
2003/04	12,266.12	2,453.22	9,812.90
2004/05	17,507.31	3,501.46	14,005.85
2005/06	28,296.05	5,659.21	22,636.84
2006/07	74,644.23	14,928.85	59,715.38
<b>Total</b>	<b>381,020.20</b>	<b>76,204.04</b>	<b>304,816.16</b>
Interest was reserved only on the Gladys Myer bequest until 2007, when all Library bequests were merged into one fund, and 20% of the interest earned by the entire fund began to be reserved.			

EXPENSE REPORT SUMMARY FY 2007/2008																	
July 31, 2007																	
1 Month =8.3%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
<b>PERSONAL SERVICES</b>																	
Salaries	1,548,398	128,295												0	128,295	1,420,103	8.3%
Temporary Salaries	208,602	8,128												0	8,128	200,474	3.9%
Longevity	5,997													0	0	5,997	0.0%
Sick Leave														0	0	0	
Adjustment														0	0	0	
Vacation														0	0	0	
<b>Total Personal Svcs</b>	<b>1,762,997</b>	<b>136,423</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>136,423</b>	<b>1,626,574</b>	<b>7.7%</b>
<b>EMPLOYEE BENEFITS</b>																	
Temp Salaries Benefits	30,811													0	0	30,811	0.0%
IPERS Disability	10,483	799												0	799	9,684	7.6%
Life Insurance	4,644	380												0	380	4,264	8.2%
Health Insurance	194,504	14,106												0	14,106	180,398	7.3%
FICA Medicare	21,983	1,938												0	1,938	20,045	8.8%
FICA	94,002	8,286												0	8,286	85,716	8.8%
IPERS	94,314	8,629												0	8,629	85,685	9.1%
Workers Comp	3,529	461												0	461	3,068	13.1%
Flex Benefits	1,298													0	0	1,298	0.0%
<b>Total Employee Ben</b>	<b>455,568</b>	<b>34,599</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34,599</b>	<b>420,969</b>	<b>7.6%</b>
<b>INTERNAL SERVICES</b>																	
City Data Services	8,075													0	0	8,075	0.0%
City Messenger	3,053													0	0	3,053	0.0%
Printing	4,905	159												0	159	4,746	3.2%
Insurance & Bonds	18,584													0	0	18,584	0.0%
Phone Operation/Maint	16,082	1,201												0	1,201	14,881	7.5%
Long Distance	560													0	0	560	0.0%
Fleet Operating/Maint	7,783													0	0	7,783	0.0%
Fleet Replacement	22,728													0	0	22,728	0.0%
Computer Replacement	9,722													0	0	9,722	0.0%
Interdepartmental Labor														0	0	0	
<b>Total Internal Svcs</b>	<b>91,492</b>	<b>1,360</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,360</b>	<b>90,132</b>	<b>1.5%</b>
<b>CONTRACTUAL</b>																	
Outside Prof Services	32,200	16,000												0	16,000	16,200	49.7%
Postage/Freight	13,685	580												0	580	13,105	4.2%
Travel/Meetings	2,865													0	0	2,865	0.0%
Training	7,035													0	0	7,035	0.0%
Conferences	22,702	1,228												0	1,228	21,474	5.4%
Subscriptions/Books	100													0	0	100	0.0%
Dues & Memberships	4,390	147												0	147	4,243	3.3%
Printing	1,610													0	0	1,610	0.0%
Advertising	5,340	176												0	176	5,164	3.3%
Recruiting Costs														0	0	0	
Insurance	687	687												0	687	0	100.0%
Electricity	45,730	32												0	32	45,698	0.1%
Phone Operation/Maint	17,200	688												0	688	16,512	4.0%
Long Distance	20													0	0	20	0.0%

EXPENSE REPORT SUMMARY FY 2007/2008																	
July 31, 2007																	
1 Month =8.3%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
Water/Sewer	3,400													0	0	3,400	0.0%
Waste Disposal	2,400													0	0	2,400	0.0%
Natural Gas	9,400													0	0	9,400	0.0%
Structural Repair	10,000													0	0	10,000	0.0%
Moveable Equip Repair	1,600													0	0	1,600	0.0%
Fixed Equip Repair	19,966	68												0	68	19,998	0.3%
Computer Maintenance	45,205	864													864	44,341	1.9%
Rentals & Leases	17,033	2,245													2,245	14,788	13.2%
Contractual Employees	500														0	500	0.0%
Other Non-City Services	16,070	4,108												0	4,108	11,962	25.6%
<b>Total Contractual</b>	<b>279,138</b>	<b>26,823</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,823</b>	<b>252,315</b>	<b>9.6%</b>
<b>COMMODITIES</b>																	
Office Supplies	17,975	847												0	847	17,128	4.7%
Minor Office Equipment	2,910	100												0	100	2,810	3.4%
Minor Computer Equip	9,000	3,722												0	3,722	5,278	41.4%
Ag-Hort Supplies	350	35												0	35	315	10.0%
Structural Materials	2,450	4,623												0	4,623	(2,173)	188.7%
Chemicals/Lab Supplies	30														0	30	0.0%
Cleaning Supplies	7,200	865												0	865	6,335	12.0%
Equip Parts/Supplies	28,050	2,505												0	2,505	25,545	8.9%
Minor Equipment/Tools	510	259												0	259	251	50.8%
Food	1,735	344												0	344	1,391	19.8%
Wearing Apparel															0	0	
Special Project Supplies	3,810	594												0	594	3,216	15.6%
Purchase Card Clearing		(847)												0	(847)	847	
Equipment/Vehicle Fuel	25	6												0	6	19	24.0%
<b>Total Commodities</b>	<b>74,045</b>	<b>13,053</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,053</b>	<b>60,992</b>	<b>17.6%</b>
<b>COLLECTION</b>																	
Periodicals	11,500	9,848													9,848	1,652	85.6%
Juvenile	71,391	3,980												0	3,980	67,411	5.6%
Adult Reference	41,544	7,359												0	7,359	34,185	17.7%
Audio Visual	70,000	798												0	798	69,202	1.1%
Adult Collection	121,855	2,018												0	2,018	119,837	1.7%
<b>Total Collection</b>	<b>316,290</b>	<b>24,003</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,003</b>	<b>292,287</b>	<b>7.6%</b>
<b>OTHER EXPENDITURES</b>																	
Refunds															0	0	
<b>Total Other Expenditures</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GRAND TOTAL</b>	<b>2,979,530</b>	<b>236,261</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>236,261</b>	<b>2,743,269</b>	<b>7.9%</b>

<b>2007/08 Library Expense Summary</b>							
<b>All Funding Sources</b>							
<b>July 31, 2007</b>							
	<b>General Fund</b>	<b>Local Option Tax</b>	<b>Bequest Funds</b>	<b>State Funding</b>	<b>Friends of the Library</b>	<b>Donations &amp; Grants</b>	<b>Total Expenses</b>
<b>Administration:</b>							
General administration	50,403						50,403
Building maintenance							0
Building project							0
Strategic planning							0
Equipment/furniture						167	167
Computer equipment				769			769
<b>Total Administration</b>	<b>50,403</b>	<b>0</b>	<b>0</b>	<b>769</b>	<b>0</b>	<b>167</b>	<b>51,339</b>
<b>Outreach Services:</b>							
<b>Total Outreach Services</b>	<b>21,233</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,233</b>
<b>Collections:</b>							
Collectiona administration	41,116						41,116
Periodicals	9,848						9,848
Youth collection	3,980		267			9	4,256
Reference collection	7,359						7,359
Audio/visual collection	798						798
Adult collection	2,018				3,953	416	6,387
<b>Total Collections</b>	<b>65,119</b>	<b>0</b>	<b>267</b>	<b>0</b>	<b>3,953</b>	<b>425</b>	<b>69,764</b>
<b>Programming/Promotions:</b>							
General programming	14,658				1,800		16,458
Project Smyles						597	597
Books for Babies							0
Teen Space							0
The Big Read							0
<b>Total Programming</b>	<b>14,658</b>	<b>0</b>			<b>1,800</b>	<b>597</b>	<b>17,055</b>
<b>Public Services:</b>							
<b>Total Public Services</b>	<b>54,377</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>54,377</b>
<b>Circulation:</b>							
<b>Total Circulation</b>	<b>28,344</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,344</b>
<b>Computer Lab:</b>							
<b>Total Computer Lab</b>	<b>2,127</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,127</b>
<b>Total Expenses</b>	<b>236,261</b>	<b>0</b>	<b>267</b>	<b>769</b>	<b>5,753</b>	<b>1,189</b>	<b>244,239</b>

<b>2007/08 Library Expense Summary</b>						
<b>July 31, 2007</b>						
<b>1 Month =8.3%</b>						
	<b>2006/07</b>	<b>2007/08</b>	<b>YTD</b>	<b>YTD</b>	<b>Current</b>	<b>%</b>
	<b>Actuals</b>	<b>Budget</b>	<b>2006/07</b>	<b>2007/08</b>	<b>Balance</b>	<b>Spent</b>
<b>PERSONAL SERVICES</b>						
Salaries	1,491,490	1,548,398	117,390	128,295	<b>1,420,103</b>	
Temporary Salaries	181,158	208,602	8,571	8,128	<b>200,474</b>	
Longevity	5,593	5,997	226		<b>5,997</b>	
Sick Leave	9,935		8,892		<b>0</b>	
Adjustment	(4,849)				<b>0</b>	
Vacation	3,412		1,863		<b>0</b>	
<b>Total Personal Services</b>	<b>1,686,739</b>	<b>1,762,997</b>	<b>136,942</b>	<b>136,423</b>	<b>1,626,574</b>	<b>7.7%</b>
<b>EMPLOYEE BENEFITS</b>						
Temp Salaries Benefits		30,811			<b>30,811</b>	
IPERS Disability	9,268	10,483	764	799	<b>9,684</b>	
Life Insurance	4,647	4,644	354	380	<b>4,264</b>	
Health Insurance	172,724	194,504	13,501	14,106	<b>180,398</b>	
FICA Medicare	23,950	21,983	1,932	1,938	<b>20,045</b>	
FICA	102,407	94,002	8,256	8,286	<b>85,716</b>	
IPERS	95,178	94,314	7,838	8,629	<b>85,685</b>	
Workers Compensation	5,349	3,529	568	461	<b>3,068</b>	
Flex Administration	747	1,298			<b>1,298</b>	
<b>Total Employee Benefits</b>	<b>414,270</b>	<b>455,568</b>	<b>33,213</b>	<b>34,599</b>	<b>420,969</b>	<b>7.6%</b>
<b>INTERNAL SERVICES</b>						
City Data Services	7,540	8,075			<b>8,075</b>	
City Messenger	2,631	3,053			<b>3,053</b>	
Printing	3,930	4,905	103	159	<b>4,746</b>	
Insurance & Bonds	19,150	18,584			<b>18,584</b>	
Phone Operation/Maintenance	16,082	16,082	1,247	1,201	<b>14,881</b>	
Long Distance	523	560			<b>560</b>	
Fleet Operating/Maintenance	10,345	7,783			<b>7,783</b>	
Fleet Replacement	21,636	22,728			<b>22,728</b>	
Computer Replacement	6,746	9,722	675		<b>9,722</b>	
Interdepartmental Labor					<b>0</b>	
<b>Total Internal Services</b>	<b>88,583</b>	<b>91,492</b>	<b>2,025</b>	<b>1,360</b>	<b>90,132</b>	<b>1.5%</b>
<b>CONTRACTUAL</b>						
Outside Professional Services	33,290	32,200	27,966	16,000	<b>16,200</b>	
Postage/Freight	13,765	13,685	1,074	580	<b>13,105</b>	
Travel/Meetings	1,055	2,865	33		<b>2,865</b>	
Training	1,139	7,035	120		<b>7,035</b>	
Conferences	10,892	22,702	80	1,228	<b>21,474</b>	
Subscriptions and Books	85	100			<b>100</b>	
Dues & Memberships	4,232	4,390	95	147	<b>4,243</b>	
Printing	1,630	1,610			<b>1,610</b>	
Advertising	2,920	5,340		176	<b>5,164</b>	
Recruiting Costs	5,522				<b>0</b>	
Insurance	687	687	687	687	<b>0</b>	
Electricity	45,049	45,730		32	<b>45,698</b>	
Phone Operation/Maintenance	19,932	17,200	1,577	688	<b>16,512</b>	
Long Distance		20			<b>20</b>	
Water/Sewer	3,341	3,400			<b>3,400</b>	
Waste Disposal	2,091	2,400			<b>2,400</b>	
Natural Gas	10,650	9,400			<b>9,400</b>	
Structural Repair	14,378	10,000			<b>10,000</b>	
Moveable Equipment Repair	1,116	1,600			<b>1,600</b>	
Fixed Equipment Repair	46,410	19,966		68	<b>19,898</b>	
Computer Maintenance	36,340	45,205	551	864	<b>44,341</b>	
Rentals & Leases	18,165	17,033	502	2,245	<b>14,788</b>	

<b>2007/08 Library Expense Summary</b>						
<b>July 31, 2007</b>						
<b>1 Month =8.3%</b>						
	<b>2006/07</b>	<b>2007/08</b>	<b>YTD</b>	<b>YTD</b>	<b>Current</b>	<b>%</b>
	<b>Actuals</b>	<b>Budget</b>	<b>2006/07</b>	<b>2007/08</b>	<b>Balance</b>	<b>Spent</b>
Contractual Employees		500			<b>500</b>	
Other Non-City Services	15,733	16,070	339	4,108	<b>11,962</b>	
<b>Total Contractual</b>	<b>288,422</b>	<b>279,138</b>	<b>33,024</b>	<b>26,823</b>	<b>252,315</b>	<b>9.6%</b>
<b>COMMODITIES</b>						
Office Supplies	13,065	17,975	1,449	847	<b>17,128</b>	
Minor Office Equipment	20,971	2,910	359	100	<b>2,810</b>	
Minor Computer Equipment	9,623	9,000	(100)	3,722	<b>5,278</b>	
Ag-Hort Supplies	35	350		35	<b>315</b>	
Structural Materials	15,670	2,450		4,623	<b>(2,173)</b>	
Chemicals/Lab Supplies		30			<b>30</b>	
Cleaning Supplies	8,115	7,200	260	865	<b>6,335</b>	
Equipment Parts/Supplies	28,302	28,050	612	2,505	<b>25,545</b>	
Minor Equipment & Tools	1,257	510	40	259	<b>251</b>	
Food	2,995	1,735		344	<b>1,391</b>	
Wearing Apparel					<b>0</b>	
Special Project Supplies	5,450	3,810	(73)	594	<b>3,216</b>	
Purchase Card Clearing				(847)	<b>847</b>	
Fuel for Vehicles/Equipment	11	25		6	<b>19</b>	
<b>Total Commodities</b>	<b>105,494</b>	<b>74,045</b>	<b>2,547</b>	<b>13,053</b>	<b>60,992</b>	<b>17.6%</b>
<b>COLLECTION:</b>						
Periodicals	11,526	11,500	8,606	9,848	<b>1,652</b>	<b>85.6%</b>
Juvenile	62,299	71,391	2,913	3,980	<b>67,411</b>	<b>5.6%</b>
Adult Reference	40,529	41,544	10,788	7,359	<b>34,185</b>	<b>17.7%</b>
Audio Visual	71,575	70,000	2,825	798	<b>69,202</b>	<b>1.1%</b>
Adult Collection	116,464	121,855	8,002	2,018	<b>119,837</b>	<b>1.7%</b>
<b>Total Collection</b>	<b>302,393</b>	<b>316,290</b>	<b>33,134</b>	<b>24,003</b>	<b>292,287</b>	<b>7.6%</b>
<b>OTHER EXPENDITURES</b>						
Refunds					<b>0</b>	
<b>Total Other Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GRAND TOTAL</b>	<b>2,885,901</b>	<b>2,979,530</b>	<b>240,885</b>	<b>236,261</b>	<b>2,743,269</b>	<b>7.9%</b>
						<b>% of</b>
						<b>Total</b>
<b>TOTALS BY DIVISION:</b>						
Administration/Support	689,338	657,120	39,012	50,403	<b>606,717</b>	<b>21.30%</b>
Outreach Services	278,800	284,487	20,572	21,233	<b>263,254</b>	<b>9.00%</b>
Collections	632,424	653,518	82,772	65,119	<b>588,399</b>	<b>27.60%</b>
Programming & Promotions	173,304	200,520	15,719	14,658	<b>185,862</b>	<b>6.20%</b>
Public Services	664,460	693,780	54,460	54,377	<b>639,403</b>	<b>23.00%</b>
Circulation Services	425,179	468,031	26,446	28,344	<b>439,687</b>	<b>12.00%</b>
Computer Lab	22,396	22,074	1,904	2,127	<b>19,947</b>	<b>0.90%</b>
<b>GRAND TOTAL</b>	<b>2,885,901</b>	<b>2,979,530</b>	<b>240,885</b>	<b>236,261</b>	<b>2,743,269</b>	<b>100%</b>

<b>Library Donations Report</b>					
<b>Fiscal Year 2007/2008</b>					
<b>Year-to-Date through July 31, 2007</b>					
	<b>Library</b>	<b>State</b>	<b>Friends</b>	<b>Donations</b>	
	<b>Bequests</b>	<b>Funding</b>	<b>of the</b>	<b>&amp; Grants</b>	<b>Total</b>
			<b>Library</b>		
<b>Balance @ 6/30/07</b>	1,398,785.79	70,240.72	(1,370.38)	39,309.77	1,506,965.90
<b>Revenues:</b>					
Interest revenue	7,852.82			629.83	8,482.65
Enrich Iowa funds					0.00
Iowa Infrastructure funds					0.00
Donations				3,148.50	3,148.50
Library Foundation support					0.00
<b>Total revenues</b>	<b>7,852.82</b>	<b>0.00</b>	<b>0.00</b>	<b>3,778.33</b>	<b>11,631.15</b>
<b>Expenses:</b>					
Administration:					
Building project					0.00
Strategic planning					0.00
Equipment/furniture				166.64	166.64
Computer equipment					0.00
Iowa Infrastructure expenses		768.93			768.93
Enrich Iowa expenses					0.00
Newsletter printing					0.00
Programming:					
Project Smyles				597.45	597.45
Books for Babies					0.00
Teen Space					0.00
The Big Read					0.00
Other programming			1,800.00		1,800.00
Collections:					
Youth collection	266.63			9.49	276.12
Adult collection			3,952.83	415.74	4,368.57
<b>Total expenses</b>	<b>266.63</b>	<b>768.93</b>	<b>5,752.83</b>	<b>1,189.32</b>	<b>7,977.71</b>
<b>Transfers between funds:</b>					
Project Smyles support				0.00	
Books for Babies support				0.00	
<b>Total transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Current balance</b>	<b>1,406,371.98</b>	<b>69,471.79</b>	<b>(7,123.21)</b>	<b>41,898.78</b>	<b>1,510,619.34</b>
<b>Less:</b>					
Reserved principal	708,276.00	*			708,276.00
Reserved interest	77,774.60	**			77,774.60
<b>Balance available</b>					
<b>for expenditure</b>	<b>620,321.38</b>	<b>69,471.79</b>	<b>(7,123.21)</b>	<b>41,898.78</b>	<b>724,568.74</b>
* Reserved principal consists of \$600,000 of the Gladys Myers bequest, \$100,000 of the Marsden bequest, the \$1,000 Tommy Feinberg bequest, the \$5,276 Gilman bequest, and the \$2,000 Smith bequest. Interest on the Feinberg and Gilman bequests are to be used for the youth collection; interest earned on the Smith bequest is to be used to acquire large print-print materials.					
** 20% of the interest earned annually on the Gladys Myers bequest was reserved by the Library Board of Trustees on April 10, 1997. The remaining 80% of the interest may be used for projects and/or acquisitions approved by the Board. On February 15, 2007, the Board approved applying the same 20% reserve process to the interest earned by the new combined bequest fund.					

<b>Library Donations Report</b>								
<b>Fiscal Year 2007/2008</b>								
<b>Year-to-Date through July 31, 2007</b>								
	<b>General Donations</b>	<b>Children's Theater</b>	<b>Youth Donations</b>	<b>Books for Babies</b>	<b>Library Foundation</b>	<b>The Big Read Grant</b>	<b>Project Smyles</b>	<b>Total</b>
<b>Balance @ 6/30/07</b>	13,594.11	3,664.04	2,000.88	2,257.51	10,385.24	2,768.57	4,639.42	39,309.77
<b>Revenues:</b>								
Interest revenue	629.83							629.83
General donations	1,062.07						2,086.43	3,148.50
Project Smyles donations								0.00
Library Foundation support								0.00
Youth donations								0.00
NEA: The Big Read grant								0.00
Books for Babies donations								0.00
Transfers from bequests								0.00
Transfers from state funding								0.00
<b>Total revenues</b>	<b>1,691.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,086.43</b>	<b>3,778.33</b>
<b>Expenses:</b>								
Administration:								
Equipment/furniture	166.64							166.64
Programming:								
Project Smyles							597.45	597.45
Books for Babies								0.00
The Big Read								0.00
Other programming								0.00
Collections:								
Youth collection			9.49					9.49
Adult collection	379.14				36.60			415.74
<b>Total expenses</b>	<b>545.78</b>	<b>0.00</b>	<b>9.49</b>	<b>0.00</b>	<b>36.60</b>	<b>0.00</b>	<b>597.45</b>	<b>1,189.32</b>
<b>Current balance</b>	<b>14,740.23</b>	<b>3,664.04</b>	<b>1,991.39</b>	<b>2,257.51</b>	<b>10,348.64</b>	<b>2,768.57</b>	<b>6,128.40</b>	<b>41,898.78</b>

<b>Library Bequest Interest</b>			
<b>Interest Earned per Fiscal Year</b>			
<b>Year-to-Date through July 31, 2007</b>			
			<b>80% available</b>
			<b>for expenditure</b>
	<b>Total interest</b>	<b>20% reserved</b>	<b>or spent over</b>
<b>Fiscal year</b>	<b>revenue</b>	<b>for reinvestment</b>	<b>life of donation</b>
1995/96	7,302.50	1,460.50	5,842.00
1996/97	31,049.09	6,209.82	24,839.27
1997/98	45,429.25	9,085.85	36,343.40
1998/99	41,596.65	8,319.33	33,277.32
1999/00	43,160.74	8,632.15	34,528.59
2000/01	34,541.40	6,908.28	27,633.12
2001/02	27,804.79	5,560.96	22,243.83
2002/03	17,422.07	3,484.41	13,937.66
2003/04	12,266.12	2,453.22	9,812.90
2004/05	17,507.31	3,501.46	14,005.85
2005/06	28,296.05	5,659.21	22,636.84
2006/07	74,644.23	14,928.85	59,715.38
2007/08	7,852.82	1,570.56	6,282.26
<b>Total</b>	<b>388,873.02</b>	<b>77,774.60</b>	<b>311,098.42</b>
Interest was reserved only on the Gladys Myer bequest until 2007, when all Library bequests were merged into one fund, and 20% of the interest earned by the entire fund began to be reserved.			

**Administration**

1. **Human Services Campus:** Mayor Ann Campbell called together a meeting of city-wide stakeholders in exploring a Human Services facility or facilities. In a survey of several human service agencies, at least eleven have expressed interest in a common facility. In all, there is an expressed need for about 50,000 sq. ft. of space. A feasibility study is due at the end of the month.
2. **Raising Reader's in Story County Executive Director Search:** I am participating on the search committee for an executive director for Raising Readers. This agency, formerly known as "BabyTalk", is dedicated to the promotion of literacy for children.
3. **Leadership Ames:** I have been accepted into the Leadership Ames program for 2007-2008. This program will require attendance at all-day sessions, at least once per month, from September through May 2008.

**Collections**

1. **ISU-APL Joint Task Force:** Marianne Malinowski and Betty Young attended the second meeting of the ISU/APL Joint Task Force on Interlibrary Loan on August 2nd. Marianne and Wayne Pedersen are preparing a draft proposal for a courier service between our two libraries. The task force is also investigating the possibility of having a bookmobile stop on campus to make our collections and services much more accessible to ISU students.
2. **Borders Book Drive:** At the end of the first week about 30 books had been donated from customers who purchased selected books at Borders and there are another 15 on order. The book drive runs through the end of August.
3. **Annual Statistics for Collections Dept.** The annual processing statistics for the Collections Department are as follows:
  - **Total items processed:** 24,527. This is the number of new or replacement items that were acquired and placed into the collection. Processing all preparatory work for putting items on the library shelves, including covering, labeling, security tags, etc. as well as catalog entry.
  - **Turnaround:** "Turnaround" is the time a library item takes to travel from the loading dock to the library shelf. During this time, each item must be "processed" (see above). Of the total number of items mentioned above, 44%, or 10,767 were processed within 24 hours – this is our "hot box" quick turn-around service.
  - **Donations:** 2,960 of all items processed were donations added to the collection. Their total value (list price) is equal to \$50,549.00.
  - **Books mended:** 1,436
  - **Other items mended:** 355
  - **Discs buffed:** 2,957. "Buffing" is the process we perform when a customer complains that a compact disc (CD) or DVD did not function properly. We have equipment that identifies problem areas in digital discs and a buffing unit

that correct imperfections such as scratches, foreign substances on the disc, etc.

- **Donated paperbacks processed:** 3,315

### **Community Relations**

1. **Annual Report:** The Community Relations Specialist will design and print the 2006-2007 annual report. We have inquired about sending this report with the city utility bill to achieve maximum exposure. There are about 20,000 mailings on this list so we will have to determine if the cost would be within our means.
2. **City of Ames “Welcome Back”:** In line with our tradition, we will participate in the City of Ames “Welcome Back” event for ISU students on August 24; 5:00-8:00 PM on Welch Ave.

### **Information Services**

1. **Digital Microform Scanner:** Mike Quinn and Jan Heuss developed a proposal for the acquisition of a digital-microform scanner to replace the current microform reader/printer, which is housed in our Iowa/Genealogy Section.
2. **Smart Investing @ the Library:** Scott Dermott will be the lead on a grant application for an investment education project. This grant opportunity is funded by FINRA (Financial Industry Regulatory Authority) and is sponsored by the RUSA (Reference and User Services Association), a division of ALA (American Library Association)

### **Information Technology**

1. **Bookmobile Data Cell Account:** Systems Administrator Mark Harris is working on our contract with Verizon to assure a wireless data line to the bookmobile that is capable of managing, in real time, library circulation accounts.

**Administration**

- **Vernon Brown Estate:** Final paperwork has been received and closure of the estate is an action item on the agenda. The total amount APL will receive is \$41,470.88.
- **Library Foundation:** The 2007 annual campaign mailing to raise funds for Project Smyles will be sent out soon. The amount raised so far is \$5,800. Plans are underway for an informational and celebratory event this fall. The APLF Board of Directors will be holding a strategic planning retreat on September 22. Jim Black from the ISU Center for Industrial Research and Service will be the facilitator.
- **Express Check Machines:** We are still working out the details for purchase of the four new express self check-out units and hope to have them in place by early October. We have ordered key-chain cards for borrowers, which will be introduced with the new machines.

**Circulation/Outreach/Youth**

- **We are BUSY:** When you check the circulation statistics in your Board packet you'll see that we started off the new fiscal year with a bang! Total circulation is up 4.9%! Increases in circulation of materials indicate that everyone in the Library is working harder - the right materials are being selected, quickly processed and efficiently shelved, our programs and reference services are attracting customers into the building, outreach activities and electronic services are reaching customers outside of our walls - in short, the efforts of everyone on the APL team are reflected in those high numbers.
- **Mr. Potter:** Harry Potter has kept us hopping for the past few weeks. We had over 500 attendees at events leading up to the midnight release of the newest book and there were a few days when absolutely every Harry Potter item in our collection was out in circulation.
- **Quality Control:** A few weeks ago Val Donnell, Circulation Supervisor, challenged the members of the circulation work group to improve the accuracy rate of the check-in process by randomly checking each others' work. The successful "Spot Check Challenge" ended last week with an after hours celebration. All team members reported an increased awareness of the process and an appreciation for the possibility of errors when dealing with a huge volume of materials.
- **Debt Collection:** From the August 1 report from Unique Management:  
2058 accounts submitted (x \$8.95=\$18,419.10)  
63% activated  
\$175,698.64 dollars submitted  
\$43,812.41 dollars received  
\$8,436.31 of materials recovered

- **Bookmobile Schedule:** The Bookmobile is currently out of service for its annual maintenance hiatus. On August 20 it will resume service with a new schedule. We will continue to serve the same neighborhoods but with a schedule that is more efficient in terms of staff resources.
- **Teen Services Position:** We are currently advertising for a full-time library assistant who will concentrate on youth and teen services. This position was created by combining two half-time vacancies.
- **APL Zone Turns One:** August marks the one year anniversary of the teen space, APL Zone. We have definitely experienced some growing pains but things are now going very smoothly and use of the space continues to rise. We are developing a survey to aid in evaluation of the space.

### Programming

- **APL-Y:** The summer youth volunteer program is coming to a close with an overnight party at the Library. A total of 81 teen volunteers shared their time and talents for an impressive 2119 hours (with a few more yet to be tallied). Michael Qiu has done a fabulous job as the APL-Y supervisor with Jessica Egli as his equally wonderful assistant. We are very pleased that Michael will be returning in this capacity next summer.
- **The Book of Life:** This fall, Ames Public Library is very pleased to team with the Iowa State University Center for Excellence in the Arts and Humanities to present *The Book of Life*, an ambitious series of lectures, films and book discussions analyzing how genomic research is represented to the public; how to understand the affects of genomic research on our lives; and how to comprehend the ethical issues this research raises. Book discussions in this series include *Frankenstein* by Mary Shelley; *Frankenstein's Footsteps* by Jon Tuney; *Dawn* by Octavia Butler; *Oryx and Crake* by Margaret Atwood; *Dinner at the New Gene Café: How Genetic Engineering is Changing What We Eat, How We Live and the Global Politics of Food* by Bill Lambrecht; and *Sequence* by Lori Andrews. Films that will be shown and discussed at APL include *Cracking the Code of Life*; *Bloodlines: Technology Hits Home*; *Beyond the Middle Passage*; *Frozen Angels*; *Harvest of Fear*; and *Gattaca*.
- **Name that Alligator:** Put on your creative hats and enter the contest to name the alligator in the youth services area that holds the board books.

### Continuing Education:

- Jerri Heid, Mike Quinn and I have started Supervisory Essentials, the six-month series of classes offered through the City's Employee Development Center.
- Sarah has submitted all of her CEUs for Volunteer Management Certification. This distinction recognizes a combination of required courses, related continuing education and job experience.

# Vernon H. Brown Estate

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
August 16, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, approve the receipt and waiver of notice for the estate of Vernon H. Brown presented/amended.

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_



# Strategic Plan

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
August 16, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, approve the strategic plan as presented/amended.

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

# AMES PUBLIC LIBRARY

STRATEGIC PLAN 2007-2010

FINAL DRAFT PRESENTATION

LIBRARY BOARD OF TRUSTEES

AUGUST 16, 2007

## INTRODUCTION

The mission of the Ames Public Library is simple: We Connect You to the World of Ideas. Our public library connects people, through a variety of media, to vital information as well as the creative output of writers and artists who have given us inspiring literature, music and motion picture arts. Our library is a living space where people come together to experience the world of ideas not only through books but also through program presentations and group discussions. The ancient Greeks called such a community place an agora.

The strategic plan will guide our agora for the next three years. In a world full of rapidly developing technologies and ever-changing lifestyles, three years is our most realistic view of the future. This strategic plan lays the groundwork for future development of our library facility that is currently regarded as inadequate for the amount of activity Ames demands of its public library. In companion to this strategic plan, we have contracted with Library Planning Associates to determine what kind of facility should serve Ames for the next twenty to thirty years.

Our plan is based on community priorities, as expressed by leading Ames residents at community sessions held this past February, 2007. We have listed our goals within the text based on priorities as being *primary*, *support* or *maintenance*.

The format of the strategic plan may seem unique. It is formatted so it can be incorporated into our work flow, giving us a constant “to do” list and a yardstick for the measurement of success. We state each goal followed by the activities that will help us achieve that goal. Our “measures for success” set our standards for continued excellence. It is our intent to maintain our reputation as Iowa’s most active public library and community space, an agora that connects people to the world of ideas.

## SUMMARY OF COMMUNITY NEEDS

### **Community Vision**

The strategic and community visions from the educational, economic, and public agencies that constitute the infra-structure of Ames emphasize quality of life issues including education, a strong arts community, and unique retail opportunities with a commitment to downtown retail. The city seeks to strengthen its neighborhoods through affordable housing and a variety of transportation options.

### **Community Demographics**

Ames has experienced modest growth since the 2000 census. Currently with a population of 52,263, Ames is expected to grow to 53,674 by the 2010 census year. The immediate service reach of the Ames Public Library, as defined by the City of Ames, Gilbert, and rural unincorporated areas is expected to be about 63,169 in the year 2010, which is based on a 1.3% annual growth rate. Fifty-five percent (55%) of the population have at least two years of higher education, and many have substantially more. The percentage of

foreign-born people is 10.3%. Of that number, 62.3% is of Asian origin. Other than English, 5.4% of the population speak an Asian language in the home while 3% speak Spanish in the home. Education, income, and cultural diversity in Ames are higher than the norm within Iowa.

### **Community Economy**

Ames is dominated by public-sector employers at the federal, state, and municipal levels. Many of the employees (46%) of the city's major employers do not live in Ames. Unemployment, cited at 2.0% in the third quarter of 2006, is low compared to the state employment rate.

## **SUMMARY OF CURRENT LIBRARY CONDITIONS**

### **Library Staff**

The 44 full time equivalent (FTE) employees is about average for "peer" libraries. Over a ten-year period, staff has grown by only 0.4%. The proportion of library staff reflecting diversity is slightly lower than the community demographic. About one third of the staff is either fluent or has a degree of familiarity with a language other than English.

As one of the most active public libraries in the United States, the operations of the library are enhanced by an active volunteer program. More than 500 volunteers contributed nearly 15,000 hours of service in the past year. Volunteers have done much to help make the library an inviting public space not only in support of tasks but also as community advocates for the value of public library service.

### **Library Building**

The original library was built in 1904 with additions in 1941 and 1985. The library now covers 50,000 sq. ft. of space. The interior is showing signs of wear. The last addition was constructed prior to the library technology boom. With the installation of public access workstations, the interior is cramped with no area for growth. Meeting rooms are at a premium. Parking is nearly all metered and is inadequate for a building of its size and activity level.

### **Library Collection**

Despite a 23.3% increase in "per capita library circulation" funding for the acquisition of library materials, the collections budget is 2% below the expenditures five years ago. Growth has been experienced in the non-print formats, but all categories of the collection have experienced increased usage during the past five years. The "per capita" circulation is the highest in Iowa and is significantly greater than the national average.

**PRIMARY GOALS: Ames Public Library’s top priorities to which we will devote our resources in terms of staff, materials acquisitions, facility planning, and policy development.**

**Primary Goal: Library customers will have age-appropriate advisory services, resources, and programming to direct them to leisure materials in various formats of interest to them.**

**Activities:**

- Explore ways to use the Internet as an interactive readers advisory tool. (Group by theme, links to readers advisory lists, and photos of library displays on the website, to make connections to collections.) [Community Relations Specialist]
- Develop a program of training, mentoring, meeting space, and support for community book, music and film interest groups. [Assistant Director]
- Continue production of readers advisory tools for customers as well as for staff. [Readers Advisory Team]
- Provide readers advisory training and a method for including all staff in discussions of leisure reading materials. [Readers Advisory Team]
- Improve the process for orienting new borrowers especially capturing and following up on personal reader interests. [Circulation and Information Services Work Group]

**Measures of Success:**

- The number of adults who participate in seasonal adult reading programs will increase by 10% annually. (Baseline = 96 individuals completed adult reading programs for FY2007)
- After the initial baseline measurement in FY2008, the number of adult reading and viewing lists physically distributed or viewed online will increase annually.
- After the initial baseline measurement in FY2008, the percentage of users surveyed who indicate that the staff assistance they received when requesting help to locate an item to read, view, or listen to for pleasure was “very good” or “excellent” will increase annually.
- After the initial measurement year, the number of adults who participate in library sponsored book, film, and music discussion groups and programs on genres and authors will increase annually.

**Primary Goal: Library customers will find materials to stimulate their imagination and enhance their leisure time.**

**Activities:**

- Acquire a downloadable audio collection. [Virtual Reference Specialist]
- Investigate the adoption and provision of new formats as they become available. [Media Collection Manager]
- Improve the vitality of discrete collections by creating an integrated process for selectors to follow during the collection development cycle of evaluation, purchasing, analysis, and withdrawal. [Collection Management Team]
- Increase the collection's web presence through visual images that change frequently. [Community Relations Specialist]
- Expand attractive displays of materials throughout the library. [Design Team]
- Investigate and implement best practices for collection development and marketing through site visits and conference and workshop attendance. [Collection Manager]
- Create new customers by identifying and providing books for populations with special needs and interests. [Collection Manager and Adult Selectors Team]
- Collaborate with Iowa State University Library staff to explore the provision of leisure reading materials to students at the Parks Library. [Outreach Work Group]
- Increase the number of high demand, currently popular books and journal subscriptions. [Collection Manager]
- Develop a process for improving the materials supply budget management procedures that brings together collection managers, circulation, and technical services staff. [Collection Management Team]
- Improve process for adding donated materials to the collection. [Collections Work Group]

**Measures of Success:**

- Circulation of adult fiction collections will increase by 1.0% each year.
- Circulation of entertainment non-print collections will increase by 3.0% each year.
- The vitality<sup>1</sup> of discrete parts of the adult fiction, nonfiction print and non-print collections after the initial measurements will reach the target ratio of between 1.0 and 1.5 each year. Circulation of entertainment non-print collections will increase by 3.0% each year.

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<sup>1</sup> *Measures the ratio between items on the shelf and circulation within "discrete parts" (specific subject or genre areas) of the collection. A figure of 1.0 indicates the perfect balance. Lower than 1.0 indicates the collection is strained to support demand, higher than 1.0 indicates resources may be devoted elsewhere.*

**Primary Goal: Library customers will have the collections, services, and programs they need to satisfy their curiosity and continue to learn throughout their lives.**

**Activities:**

- Provide print and nonprint nonfiction collections that appeal to the curiosity and learning interests of the public. [Collection Management Team]
- Provide library programs that appeal to the curiosity and learning interests of the public. [Deputy Director and Assistant Director]
- Develop an online survey to identify lifelong learning interests of citizens. [Deputy Director, Assistant Director, and Community Relations Specialist]
- Identify, weed, and update the core nonfiction and reference print and nonprint collections. [Collection Management Team]
- Develop goals, roles, and practices for staff involvement in providing and cosponsoring programs. [Executive Team]
- Develop a “Satisfy Your Curiosity” web page with links to topics of interest to various age groups including interactive features. [Community Relations Specialist]
- Work with Iowa State University Library staff to provide DVDs and CDs to students and to improve the delivery process for interlibrary loan materials between Ames Public Library and Iowa State University (ISU). [Joint Task Force]
- Evaluate most efficient and effective method of publicizing library programs, services and news (including newsletter, press releases, fliers, brochures, e-mail lists, website, etc.) [Community Relations Specialist]

**Measures of success:**

- Circulation of adult nonfiction collections will increase by 1% each year.
- The vitality of discrete parts of the adult nonfiction print and nonprint collections after the initial measurements will reach the target ratio of between 1.0 and 1.5 each year.
- After the initial survey, customers who say the content of library programs meets their learning needs will increase.
- The number of agencies, organizations, and interest groups who sponsor or cosponsor a program or display at the library on lifelong learning topics will increase by five (5) annually.

**Primary Goal: Library customers will have safe, comfortable, and welcoming physical spaces in which to enjoy individual pursuits, express themselves, and meet and interact with others.**

**Activities:**

- Implement and evaluate changes in furniture and layout of lounge areas and youth services. [Lounge Team]
- Repaint public areas. [Building Maintenance Supervisor and Design Team]
- Implement a regular schedule for cleaning upholstered furniture and flooring treatments. [Building Maintenance Supervisor]
- Evaluate building and furnishing conditions annually and repair/replace cosmetic features as necessary. [Building Maintenance Supervisor]
- Investigate provision of remote book drops. [Outreach Work Group]
- Implement a comprehensive security and surveillance system. [Executive Team]
- Investigate options and implement recommendations for optimal use of the second floor atrium. [Design Team]
- Evaluate use, placement and features of self check-out units. [Assistant Director and Circulation Supervisor]
- Create a user-friendly entrance into the library that encompasses both interior and exterior spaces. [Design Team]
- Evaluate exterior and interior signage and make changes as needed. [Design Team]
- Investigate provision of quiet areas within the library. [Leadership Team]
- Plan and maintain attractive, low-maintenance landscaping for library grounds. [Building Maintenance Supervisor]
- Work with CyRide staff to develop a transportation incentive for travel to the library. [Assistant Director]
- Inventory storage space and plan for future storage needs. [Building Maintenance Supervisor]
- Investigate and implement alternatives for book sale sorting, storage, display, and sales space. [Deputy Director and Volunteer Services Coordinator]
- Evaluate current teen space in light of safety/liability concerns and implement solutions. [Executive Team and Youth Services Specialist]
- Evaluate meeting room and display case reservation processes. [Systems Administrator and Principal Clerk]
- Evaluate ventilation HVAC issues and implement recommendations. [Building Maintenance Supervisor]
- Investigate creating a small group gathering place with a television to share events of community interest. [Assistant Director]
- Evaluate Americans with Disabilities Act (ADA) compliance to existing guidelines and forthcoming revisions. Correct deficiencies. [Executive Team]

**Measures of Success:**

- After the mechanical gate count has been validated, the number of visitors to the library will increase in proportion to annual population increases.
- After an initial survey, the average amount of time individuals spend in the library will increase annually.
- After an initial space utilization survey:
  - The percent of seats being used in the library will increase annually.
  - The number of people in the building will increase annually.
  - The percent of people in queues will decrease annually.
  - The variety of activities in which visitors engage will be more diverse.

**Primary Goal: Library customers will have inviting and user-friendly virtual spaces in order to enjoy individual pursuits, express themselves, and interact with others.**

**Activities:**

- Investigate website enhancements and implement recommendations. [Web Team]
- Investigate improvements to Web catalog—interactive features, etc. [Systems Administrator and Virtual Reference Specialist]
- Implement online social networking opportunities—blogging, wikis, etc. [Systems Administrator and Virtual Reference Specialist]
- Develop a standing committee to keep abreast of technology trends and opportunities and make recommendations for implementation. [Director]
- Improve technology access in study rooms. [Systems Administrator]
- Create and maintain a list of computer training opportunities in the community. [Information Services Work Group]
- Evaluate core technology competency requirements for all staff positions and develop and implement a training program. [Supervisors Team]

**Measures of Success:**

- After an initial baseline has been established, the length of time visitors spend in a session on the library's web site will increase annually.
- After initial training, all staff will meet core competency technology standards for their positions.

**Primary Goal: Children through age six and their caregivers will have collections, programs, services, and spaces designed to ensure that children will enter school ready to learn to read, write, and listen.** (Note: “caregiver” signifies parent, grandparent, day-care provider, teacher, etc.)

**Activities:**

- Provide current and vital print and non-print collections focused on emergent literacy skills. [Youth Selectors]
- Provide attractive, conveniently packaged theme packets for children and their parents and caregivers to encourage early literacy activities in homes and day cares. [Youth Selectors]
- Evaluate the impact of Project Smyles on youth services collection needs and implement an ongoing maintenance and development program to meet those needs. [Project Smyles Coordinator and Youth Services Specialist]
- Investigate and implement best practices for serving targeted populations, such as low-income children and their caregivers and English Language Learning (ELL) children and their caregivers. [Youth Services Specialist]
- Provide educational and entertaining programs for various age groups and mixed age groups both within and outside of the library. [Children and Family Programming Committee]
- Seek partnerships with other community entities to sponsor and cosponsor programs.[Children and Family Programming Committee]
- Provide early literacy programs and materials off-site through Project Smyles, including deposit collections. [Project Smyles Team]
- Investigate the feasibility of adding a second, smaller mobile library (“storymobile”) to provide children an opportunity to select their own materials at Project Smyles sites. [Project Smyles Team]
- Create opportunities to provide training and information to parents and caregivers about literacy related child development and emergent literacy skills. [Youth Services Specialist]
- Develop and implement a plan to include the Smyles mascot and his image in library events, spaces, and materials, both printed and online. [Children and Family Programming Committee]
- Develop training materials and a pool of well-trained volunteers and staff to perform as the Smyles mascot and his handler. [Project Smyles Team]
- Continue the current Books for Babies program. [Youth Services Specialist]
- Provide a comprehensive summer library program focusing on emergent literacy skills for infants through age six. [Children and Family Programming Committee]
- Evaluate library spaces to enhance age-appropriate, distinct spaces for infants, toddlers, and preschoolers. [Youth Services Specialist]
- Update staff training in areas of pre-school collection development, readers advisory, program presentation, and online resources. [Youth Services Specialist]

### **Measures of Success:**

- The vitality of discrete parts of the youth fiction, nonfiction print and non-print collections after the initial measurements will reach the target ratio of 1.0 to 1.5 each year.
- Each year, the number of children and caregivers who attend youth programs will increase in proportion to annual population growth.
- After an initial annual space utilization survey:
  - The percent of multigenerational groups observed will continue to increase in proportion to annual population growth.
  - The number of caregivers observed networking in the children's area will continue to increase in proportion to annual population growth.
  - The number of children independently browsing for materials will continue to increase in proportion to annual population growth.
  - The number of children using materials and fixtures designed to enhance pre-literacy skills will continue to increase in proportion to annual population growth.

**Primary Goal: School-age children, teens and their caregivers will have collections, programs, services, and spaces designed to encourage reading, library use, and creativity. The library will help them acquire skills in finding and using information; nurture a lifelong love of learning; and aid the transition from child to adult.**

### **Activities:**

- Provide current and vital print and non-print collections for school-age children, teens, and their caregivers. [Youth Selectors]
- Investigate and implement best practices for serving targeted populations, such as low-income and English language learning school-age children and teens [Youth Services Specialist]
- Provide educational and entertaining programs both within and outside of the library. [Children and Family Programming Committee]
- Coordinate with other community entities to sponsor and cosponsor programs [Children and Family Programming Committee]
- Provide opportunities for school-age children and teens to be involved in the library throughout the year. [Youth Services Specialist and Volunteer Services Coordinator]
- Investigate and implement opportunities for partnering with local schools including interlibrary loan, programming, service for homeschoolers and location of bookmobile stops. [Youth Services Specialist]
- Provide comprehensive summer library programs targeted at school-age children and teens. [Children and Family Programming Committee]

- Provide passive programming (activity sheets, trivia sheets, do-it-yourself crafts, at-home reading programs, scavenger hunts, etc.) both at the library and online. [Children and Family Programming Committee]
- Investigate and implement an expanded summer library program in cooperation with local schools, which would extend from the end of one school year to the beginning of the next. [Children and Family Programming Committee]
- Investigate and implement online resources, such as readers advisory, chat, or email reference and provide an online presence typical for this age (for example social networking sites). [Youth Services Specialist and Supervisory Team]
- Update staff training in the areas of school-age collection development, readers advisory, program presentation, and online resources. [Youth Services Specialist]
- Evaluate library spaces to enhance age-appropriate, distinct spaces for early elementary, “tweens”, and teens. [Youth Services Specialist]
- Implement staffing dedicated to teen service. [Director and Teen Space Committee]

**Measures of Success:**

- The vitality of discrete parts of the youth fiction, nonfiction print and nonprint collections, after the initial measurements, will reach the target ratio of between 1.0 and 1.5 each year.
- Each year, the number of school-age children and teens who attend programs designed for their age group will increase in proportion to annual population growth.
- After an initial annual space utilization survey, the number of teens in the APL Zone – By Teens 4 Teens will be maintained at a level appropriate for the space available.

**SUPPORT GOALS: Ames Public Library will devote our resources to assure the integrity of these library services.**

**Support Goal: Library customers will have the skills to find, evaluate, and use information to make informed decisions.**

**Activities:**

- Create a wireless teaching lab. [Systems Administrator]
- Provide information literacy classes such as learning how to use databases, search the Internet, and to find, evaluate, and use subject-related information in areas such as health, travel, personal finance, and retirement. [Computer Class Planning Committee]
- Partner with Des Moines Area Community College (DMACC), ISU, and other organizations to improve information literacy and computer skills training. [Computer Class Planning Committee]
- Promote the use of lifelong learning databases and materials, including their web presence. [Information Services Work Group and Virtual Reference Specialist]

**Measures of Success:**

- At least 75% of customers who take a basic computer skills class will learn at least two new skills.
- After the initial baseline year, the number of customers who attend an information literacy class will increase annually.
- The use of lifelong learning databases offered by the library will increase by 3% annually.

**Support Goal: Library customers will have access to information, resources, and programming that will enhance their opportunities to participate successfully in civic, social, and governmental arenas.**

**Activities:**

- Partner with agencies, organizations, and interest groups to sponsor or cosponsor programs or displays at the library on local, national, and world affairs. [Assistant Director and Information Services Work Group]
- Evaluate and update collections related to civic, social, and governmental affairs including information on naturalization and new citizenship. [Collections Manager]

**Measures of Success:**

- After the initial baseline year, the number of people attending programs on topics related to local, national, and world affairs will increase annually.
- After the initial baseline year, the number of agencies, organizations, and interest groups who sponsor or cosponsor a program or display at the library on local, national, and world affairs will increase annually.

**Support Goal: Library customers will have access to digital resources through a reliable infrastructure to obtain information, skill building, entertainment, and communication.**

**Activities:**

- Develop a technology plan, identify budget implications and investigate grant opportunities to supplement advances in technology. [Director and Systems Administrator]
- Evaluate wired and wireless infrastructure, including the bookmobile, to ensure optimum performance. [Systems Administrator]
- Evaluate customer service in the computer lab and implement recommendations. [Leadership Team]
- Investigate multi-lingual technologies for staff and customer computer interfaces and implement based on needs. [Systems Administrator]
- Evaluate telephone system and implement recommendations for improvement. [Executive Team]
- Investigate radio frequency identification (RFID) and implement based on recommendations. [Committee appointed by the Director]
- Identify technological responses so that customers can better manage their accounts through activities such as advance notification technologies, etc. [Systems Administrator and Circulation Services Specialist]

**Measures of Success:**

- After an initial baseline year, on an annual survey:
  - The percentage of customers expressing satisfaction with the ease of use of library technologies will increase.
  - The percentage of customers expressing satisfaction with their ability to manage their accounts will increase.
  - The percentage of customers expressing satisfaction with their experience in the computer lab will increase.

**MAINTENANCE GOALS: Ames Public Library will continue to maintain these services. Whenever possible, we will support these services through grant opportunities and/or by partnering with institutions whose missions are aligned with ours.**

**Maintenance Goal: Library customers will have access to materials to help them make career choices and build successful enterprises.**

**Activities:**

- Continue to purchase materials in all formats to inform customers about career and business opportunities. [Adult Selectors Team]
- Investigate cost-effective and partnering opportunities to promote Library resources about business and career development. [Adult Selectors Team]

**Measure of success:**

- After an initial baseline, the annual circulation and vitality of the business and career collections will be maintained or increase.

**Maintenance Goal: Library customers will have access to information and materials about Ames and the surrounding area in order to discover their heritage and explore their community.**

**Activities:**

- Create a new Iowa collection and lounge to highlight materials from the Iowa Room. [Lounge Team]
- Promote and preserve the Farwell T. Brown Photographic Archive. [Information Services Work Group]
- Continue to cooperate with the Ames Historical Society so that research collections in each entity complement, not duplicate, each other. [Reference Specialist]
- Select a cost-effective and user-friendly platform for the community organizations file and implement an orderly migration of the existing data. [Virtual Reference Specialist]
- Investigate cost-effective and user-friendly alternatives for the *Tribune* index and implement an orderly migration of the existing data. [Information Services Work Group]
- Continue to support genealogical groups with appropriate electronic and print resources. [Information Services Work Group]
- Continue to offer instruction in the use of electronic genealogy databases such as HeritageQuest. [Computer Class Planning Committee]

**Measures of Success:**

- The annual number of searches in HeritageQuest Online® will remain the same or increase.
- After an initial baseline, the annual circulation of the local and Iowa collections will remain the same or increase.
- The number of uses of the community resources database will remain the same or increase.

**Maintenance Goal: All library customers will have access to resources and knowledgeable staff to answer their questions on a wide array of topics.**

**Activities:**

- Evaluate the optimal number, configuration, and staffing of library service points to provide the best possible customer service. [Leadership Team]
- Implement alternative reference staffing patterns; for example, roving reference service. [Reference Specialist]
- Develop reference service core competencies for all service points. [Reference Specialist and Youth Services Specialist]
- Create a training program for desk assistants and shelvers to provide basic assistance for customers. [Reference Specialist and Circulation Supervisor]

**Measure of success:**

- The annual number of reference questions answered from all service points will be maintained at current levels.

**Maintenance Goal: Library customers will have collections, programs and services that promote appreciation and understanding of diverse people and cultures.**

**Activities:**

- Partner with community agencies, organizations, and interest groups to provide and coordinate programs that promote appreciation and understanding of diverse people and cultures. [Assistant Director]

**Measures of success:**

- After an initial baseline, the number of people attending programs that promote appreciation and understanding of diverse people and cultures will be maintained or increase.

**Maintenance Goal: Library customers will have the support they need to improve their literacy skills in order to meet their personal goals.**

**Activity:**

- Continue the current arrangement with DMACC to support the adult literacy program with collections and space. [Deputy Director]

**Measure of Success:**

- The number of contact hours of the adult literacy program will be maintained.

## **Acknowledgements**

Ames Public Library would like to express its appreciation to the following people, whose contributions have made this strategic plan possible.

### **Facilitation**

Roy Kenagy, Director of Central Iowa Library Service Area

Beth Marie Quanbeck, Assistant Administrator of Central Iowa Library Service Area

### **Ames Public Library Leadership Team**

Dawn Hayslett, Deputy Director

Lynne Carey, Assistant Director

Sarah Bohlke, Scott Dermont, Ann Dobbs, Val Donnell, Mark Harris, Jerri Heid, Janet Klaas,

Mary Logsdon, Marianne Malinowski, Jillian Ocken, Ross Petra, Mike Quinn, Patti Woo

### **Service Response Teams**

**Stimulate Imagination:** Marianne Malinowski, Team Leader

Scott Dermont, Barb Grau, Jan Heuss, Janet Klaas, Mary Logsdon, Camille Wagaman, Betty Young

**Satisfy Curiosity:** Dawn Hayslett, Team Leader

Joan Anderson, Ann Dobbs, Ross Petra, Mike Quinn, Teresa Rosenberg, Lynne Van Valin

**Create Young Readers:** Jerri Heid, Team Leader

Eileen Born, Tracy Briseño, Val Donnell, Kay Marner, Cathy Van Brocklin, Betsy Van Roekel

**Visit a Comfortable Place:** Lynne Carey, Team Leader

Jill Anderson, Sarah Bohlke, Barbe Cobb, Mark Harris, Jillian Ocken, Chris Robinson, Patti Woo

### **Community Participants**

Bob Anderson, Spencer Arritt, Jan Beran, Gloria Betcher, Annette Boehlje, Gary Botine, David Brenner, Rod Brink, Dolores Brown, Fred Brown, Verle Burgason, Sara Compton, Robert Dennis, Martha Deyoe, Judy Dolphin, Mary Duerson, Julie Freeman, Mary Gee, Matthew Goodman, Joan Herwig, Marcia Imsande, Jeannette Johannsen, Ginger Johnson, Chuck Jons, Tina Kirstukas, David Kraemer, Ron Krull, Sally Lapan, Debbie Lee, Gene Lund, Mary Lynch, Mary Morton, Margaret Munson, Chanda Mwanza, Tom Niehof, Steve Osguthorpe, Kathy Parsons, Susie Petra, Jim Popken, Jeri Prescott, Dean Prestemon, Dale Ross, Kim Russel, Nancy Schroeder, Marv Scott, Mark Slagell, Meg Speer, Bob Summerfelt, Kathy Svec, E.T. Taylor, Lyn Terrell, Melinda Thach, Robert Urbatsch, Joan Van Norman, Barb Weber, Marlene Weisshaar, Dennis Wendell, Brenda Witherspoon, Sam Wormley

### **Ames Public Library Board of Trustees**

Dale Ross, President

Bob Anderson, Vice President

Melody Warnick, Secretary

Deborah Krauth, Jennie LeGates, Dudley Lockett, Sherry Meier, Richard Seagrave, Deb Sondall Saetveit

Former Board Members: Margaret Munson, Caleb Mathews, Kevin Mungons

**Ames Public Library Foundation**

Chuck Jons, President

Annette Boehlje, Vice President

Jim Mason, Treasurer

Gary Botine, Stevin Dahl, Lisa Eslinger, Reiny Friedrich, Roger Kluesner, Sheila Lundt (City Representative), Bob Anderson and Dale Ross, Library Board Representatives.

**Friends of the Ames Public Library**

Michale Hansen, President

Sally Lapan, Vice President

Barb Weber, Treasurer

Joan Van Norman, Secretary

Keith Landon, Books for Babies

Ron Palumbo, Discussion Programs

Nancy Schroeder, Book Sale Coordinator

Melinda Thach, Literacy Coordinator

Greg Bruna, Lindsey Jungman, Cindy Lambert, Laura McKee. Dale Ross, Library Board President. Deb Sondall Saetveit and Melody Warnick, Library Board Liaisons.

# Organization Chart

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
August 16, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, approve the organization chart as presented/amended.

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

## **Briefing Paper: Organization Chart**

---

**Background:** The current organization chart was reviewed with the library board at the October 2006 meeting. The purpose of the changes at that time was to create a layer of direct supervision for library staff. Prior to this chart, all staff reported to either to Dawn Hayslett or Lynne Carey.

**Discussion:** The creation of direct supervision of staff has worked well. There were some concerns raised about this organization chart that did not have solutions at the time. The concerns were:

- APL appeared top-heavy at administration with a deputy director and an assistant director.
- There was an imbalance in the responsibilities and number of direct reports between the deputy director and the assistant director.
- Grade levels and pay equity issues were a problem, especially among the library's administrators.

As positions become open, it is our policy to examine each position to determine if it should be filled as is, eliminated, re-defined, or incorporated into other positions. With the resignation of Deputy Director Dawn Hayslett and other staff changes we have been afforded the opportunity to address the concerns expressed by staff.

The proposed organization chart is made possible with the changes in positions due to retirements and resignations. Lynne Carey shall be the sole assistant director of the library. By creating the position of outreach supervisor, Lynne will have five direct reports; all but one shall be supervisors. Lynne's direct reports shall be at the level of grade 59 or below. Library Director Art Weeks will also have five direct reports, all but one of which are supervisors and all direct reports (except one) shall be at the level of grade 60 or above.

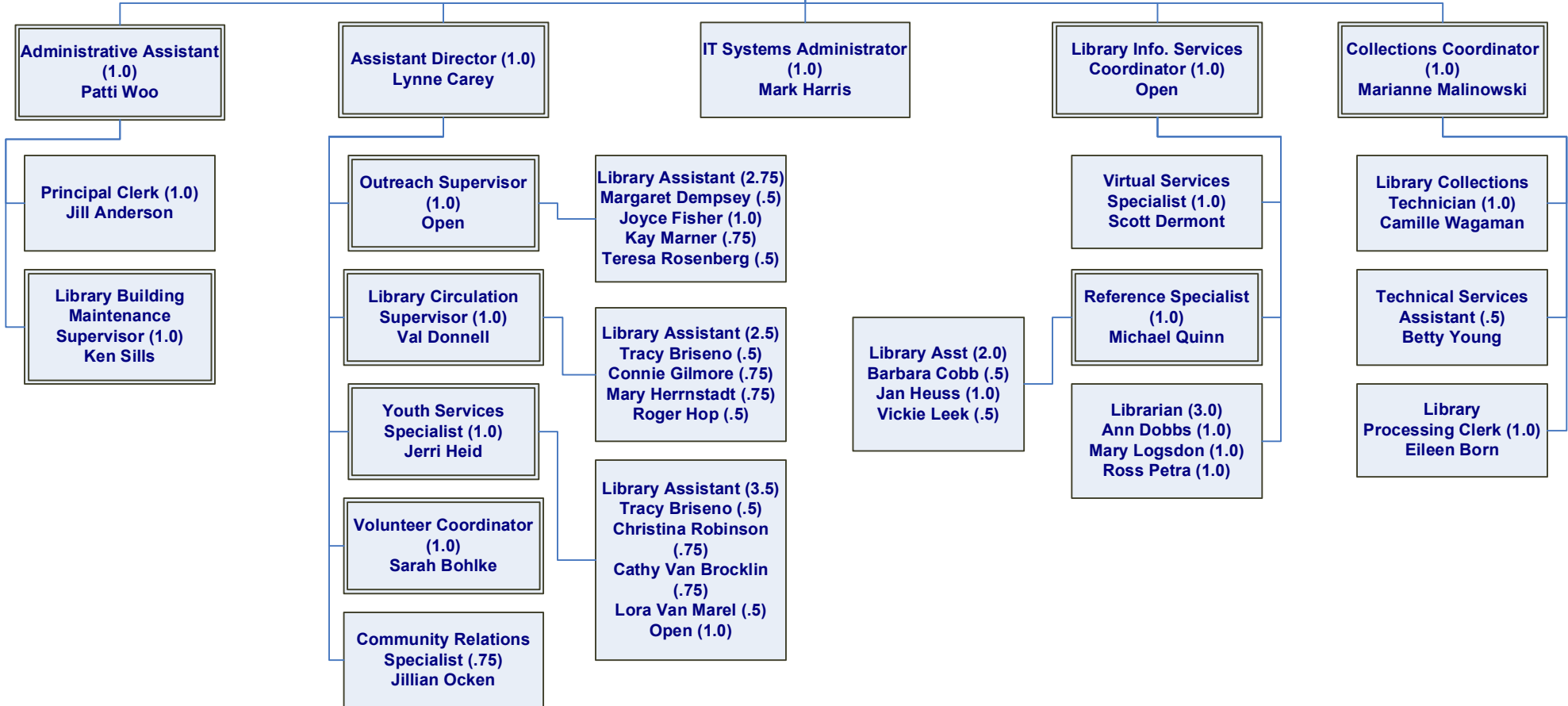
**Recommendation:** Board action is required to approve the organization chart.



# LIBRARY

## BOARD OF TRUSTEES

**Library Director (1.0)**  
**Art Weeks**



# New Position

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
August 16, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, approve the new position as presented/amended.

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

## **Briefing Paper: Position Changes**

---

**Background:** With recent vacancies due to a retirements and a resignation, the administration is proposing changes in staff positions and organizational structure.

### **Recommended Changes:**

1. **Teen Services Specialist.** Grade 57. \$35,444-\$49,916. Midpoint \$42,680. This position will be created from the current part-time grade 57 and part-time grade 58 in the public services work unit. The former positions have been closed upon a retirement and a promotion.
  - a. Advantage:
    - i. Creates a position identified in our strategic plan as a need for the library
    - ii. Enables a unified staff in youth services. This aids in scheduling and provides a better opportunity to train staff for youth services functions.
  - b. Cost impact: If hired at midpoint and staff elects a full health benefit, the impact would be an increase of \$3,526. If hired at base and no health benefit, the impact is a savings of \$19,308.
  - c. Disadvantages: Eliminates two part-time positions in the public services work unit. The desk time scheduling would be relieved by the addition of a library services coordinator position, created by the resignation of the Deputy Director.
  - d. Reports to: Youth Services Coordinator
  
2. **Library Services Coordinator.** Grade 61. \$49,475-\$73,242. Midpoint: \$61,359. This position would supervise the former “public services” workgroup. This is essentially the library professionals and assistants who serve the public from the information desk. This group also has collection development responsibilities, programming, and other informational responsibilities, such as desk reference. It has been made possible by the resignation of the deputy director
  - a. Advantage:
    - i. Acknowledges the essential function of the position of deputy director in addressing activities related to information services.
    - ii. Provides the opportunity for additional public service desk time due to the elimination of two part time positions within the work unit.
  - b. Cost impact: If hired at midpoint and candidate elects a full health benefit the savings will be \$32,806. If hired at base with no health benefit, the savings would be \$57,434.
  - c. Disadvantages: May have to hire outside the organization if no qualified internal candidate applies.
  - d. Reports to: Library Director

3. **Outreach Supervisor:** Grade 59. \$41,594-\$60,065. Midpoint: \$50,830. This position would supervise the bookmobile, homebound service, and Project Syles. The position is created as the current assistant director assumes a heavier workload due to the resignation of the deputy director.
  - a. Advantage:
    - i. Direct supervision and development of three services that account for nearly 10% of library circulation. Within the Outreach work group, there are a total of ten people or 4.5 FTE.
    - ii. Relieves workload of assistant director who holds library-wide responsibilities.
  - b. Cost Impact: Introduces a position that will cost \$47,761 if hired at base and no health benefit or \$69,364 if hired at midpoint with a full health benefit. Savings will be drawn from the retirements, resignation, and a voluntary reduction in hours of one library assistant.
  - c. Reports to: Assistant Director

**Recommended Action Plan:** The newly created position of Outreach Supervisor requires board approval as it adds one additional FTE to the staff.

The administration intends to hire this position once the other positions are in place and a determination is made that the newly created position will not have a negative impact on the FY 2008 budget. See chart that provides different examples of budget impact.

## Wage and Benefit Impact to Budget

	Salary at Base	Salary at Mid point	
Lib. Info. Services (LIS) Coordinator (61)	\$49,475	\$61,359	
LIS Benefits	\$7,273	\$9,020	
LIS Sub Total	\$56,748	\$70,379	
Highest Health Plan	\$10,997	\$10,997	
Total LIS position with highest health plan	\$67,745	\$81,376	
Possible range of LIS Salary and Benefits	\$56,748	\$81,376	
Teen Assistant (57)	\$35,444	\$42,680	
TA Benefits	\$5,210	\$6,324	
TA Sub Total	\$40,654	\$49,004	
Highest Health Plan	\$10,997	\$10,997	
Total TA position with highest health plan	\$51,651	\$60,001	
Possible range of TA Salary and Benefits	\$40,654	\$60,001	
Outreach Supervisor (59)	\$41,594	\$50,830	
OS Benefits	\$6,167	\$7,523	
OS Sub Total	\$47,761	\$58,353	
Highest Health Plan	\$10,997	\$10,997	
Total OS position with highest health plan	\$58,758	\$69,350	
Possible range of salary and benefits	\$47,761	\$69,350	
Possible range of all positions	\$145,163	\$210,727	
Known Savings	Sal and Ben	Reason	
Deputy	\$114,182	Resignation	
Lib. Assistant .5	\$28,691	Closed pos.	
Librarian .5	\$27,784	Closed pos.	
Janet Klaas Position	\$11,053	Retired: Savings on new hire	
Kay Marnier Pos.	\$13,127	Voluntary reduction in hours	
Total Savings on current positions	\$194,837		
Impact to Operating Budget	Sal and Ben	Impact	Forecast
All positions hired at base: no health plan	\$145,163	\$49,674	Highly unlikely
All positions hired at base: highest health plan	\$178,154	\$16,683	Very Unlikely
All positions hired at midpt.: no health plan	\$177,736	\$17,101	Unlikely
LIS hired at base; TA & OS at midpt: two health plans	\$186,099	\$8,738	Possible
LIS & TA hired at midpt, OS at base: two health plans	\$189,138	\$5,699	Very Possible
All positions hired at midpt: highest health plan	\$210,727	-\$15,890	Would delay hiring OS position

**Circulation Monthly Stats  
July 2007**

<b>COMPARISON</b>	<b>Adult Print</b>	<b>Adult Media</b>	<b>Total Adult Circ</b>	<b>Youth Print</b>	<b>Youth Media</b>	<b>Total Youth Circ</b>	<b>Total Misc</b>	<b>Total Main</b>	<b>Total BKM/Home Del.</b>	<b>Grand Total</b>
Current Month	35,084	36,569	71,653	35,980	17,035	53,015	257	114,696	10,229	124,925
One Year Ago	33,936	36,202	70,138	34,379	14,870	49,249	273	109,365	10,295	119,660
<b>Difference</b>	1,148	367	1,515	1,601	2,165	3,766		5,331	(66)	5,265
<b>% Change</b>	3.4%	1.0%	2.2%	4.7%	14.6%	7.6%		4.9%	-0.6%	4.4%
<b>Year to Date</b>										
Current Year	35,084	36,569	71,653	35,980	17,035	53,015	257	114,696	10,229	124,925
One Year Ago	33,936	36,202	70,138	34,379	14,870	49,249	273	109,365	10,295	119,660
<b>Difference</b>	1,148	367	1,515	1,601	2,165	3,766		5,331	(66)	5,265
<b>% Change</b>	3.4%	1.0%	2.2%	4.7%	14.6%	7.6%		4.9%	-0.6%	4.4%
<b>SPECIAL CIRCULATION</b>	<b>Story County</b>	<b>Gilbert</b>	<b>Open Access</b>	<b>Total Circ</b>	<b>% of Total that is Special</b>			<b>AMES</b>	<b>% of Total Circ that is Ames</b>	
Current Month	6,293	2,097	15,470	23,860	19.1%			99,999	80.0%	
One Year Ago	5,768	2,125	13,943	21,836	18.2%			96,097	80.3%	
<b>Difference</b>	525	(28)	1,527	2,024				3,902		
<b>% Change</b>	9.1%	-1.3%	11.0%	9.3%				4.1%		
<b>Year to Date</b>										
Current Year	6,293	2,097	15,470	23,860	19.1%			99,999	80.0%	
One Year Ago	5,768	2,125	13,943	21,836	18.2%			96,097	80.3%	
<b>Difference</b>	525	(28)	1,527	2,024				3,902		
<b>% Change</b>	9.1%	-1.3%	11.0%	9.3%				4.1%		

**Main Stats  
FY07/08**

Description	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Total
ADULT FICTION	9,914	0	0	0	0	0	0	0	0	0	0	0	9,914
ADULT NON-FICTION	11,210	0	0	0	0	0	0	0	0	0	0	0	11,210
ADULT GRAPHIC NOVELS	662	0	0	0	0	0	0	0	0	0	0	0	662
ADULT MANGA	1,219	0	0	0	0	0	0	0	0	0	0	0	1,219
ADULT ILL ITEMS	60	0	0	0	0	0	0	0	0	0	0	0	60
ADULT PAPERBACKS	943	0	0	0	0	0	0	0	0	0	0	0	943
NEW FICTION	4,717	0	0	0	0	0	0	0	0	0	0	0	4,717
NEW NON-FICTION	3,044	0	0	0	0	0	0	0	0	0	0	0	3,044
PERIODICALS	1,170	0	0	0	0	0	0	0	0	0	0	0	1,170
TRAVEL BAGS	73	0	0	0	0	0	0	0	0	0	0	0	73
<b>SUBTOTAL (PRINT)</b>	<b>33,012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33,012</b>
NEW MEDIA	2	0	0	0	0	0	0	0	0	0	0	0	2
MUSIC CDS	7,018	0	0	0	0	0	0	0	0	0	0	0	7,018
AUDIO BOOKS ON CD	3,669	0	0	0	0	0	0	0	0	0	0	0	3,669
AUDIO BOOKS ON TAPE	548	0	0	0	0	0	0	0	0	0	0	0	548
THEATRICAL VIDEOS	1,907	0	0	0	0	0	0	0	0	0	0	0	1,907
NON-THEATRICAL VIDEOS	315	0	0	0	0	0	0	0	0	0	0	0	315
THEATRICAL DVDS	18,731	0	0	0	0	0	0	0	0	0	0	0	18,731
NON-THEATRICAL DVDS	2,570	0	0	0	0	0	0	0	0	0	0	0	2,570
KITS	568	0	0	0	0	0	0	0	0	0	0	0	568
<b>SUBTOTAL (MEDIA)</b>	<b>35,328</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,328</b>
ADULT MISC.	176	0	0	0	0	0	0	0	0	0	0	0	176
<b>TOTAL (ADULT)</b>	<b>68,516</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>68,516</b>
BIG BOOKS	22	0	0	0	0	0	0	0	0	0	0	0	22
BOARD BOOKS	2,157	0	0	0	0	0	0	0	0	0	0	0	2,157
EASY	8,793	0	0	0	0	0	0	0	0	0	0	0	8,793
EASY TO READ	3,024	0	0	0	0	0	0	0	0	0	0	0	3,024
JUVENILE NON FICTION	4,256	0	0	0	0	0	0	0	0	0	0	0	4,256
JUVENILE FICTION	7,153	0	0	0	0	0	0	0	0	0	0	0	7,153
JUVENILE GRAPHIC NOVELS	676	0	0	0	0	0	0	0	0	0	0	0	676
PARENTING COLLECTION	109	0	0	0	0	0	0	0	0	0	0	0	109
JUVENILE LARGE PRINT	56	0	0	0	0	0	0	0	0	0	0	0	56
JUVENILE PERIODICALS	326	0	0	0	0	0	0	0	0	0	0	0	326
YOUNG ADULT PRINT	2,883	0	0	0	0	0	0	0	0	0	0	0	2,883
COMIC BOOKS	12	0	0	0	0	0	0	0	0	0	0	0	12
YOUNG ADULT GRAPHIC NOVELS	380	0	0	0	0	0	0	0	0	0	0	0	380
MANGA	1,349	0	0	0	0	0	0	0	0	0	0	0	1,349
YOUNG ADULT PERIODICALS	47	0	0	0	0	0	0	0	0	0	0	0	47
YOUTH REFERENCE	4	0	0	0	0	0	0	0	0	0	0	0	4
<b>SUBTOTAL YOUTH (PRINT)</b>	<b>31,247</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,247</b>
YOUTH DVDS	11,258	0	0	0	0	0	0	0	0	0	0	0	11,258
YOUTH VIDEOS	1,216	0	0	0	0	0	0	0	0	0	0	0	1,216
YOUTH KITS	379	0	0	0	0	0	0	0	0	0	0	0	379
YOUTH CDS	1,767	0	0	0	0	0	0	0	0	0	0	0	1,767
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	0
YOUTH STORYTELLING	21	0	0	0	0	0	0	0	0	0	0	0	21
TOYS & PUPPETS	292	0	0	0	0	0	0	0	0	0	0	0	292
<b>SUBTOTAL YOUTH (MEDIA)</b>	<b>14,933</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,933</b>
<b>TOTAL YOUTH</b>	<b>46,180</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>46,180</b>
YOUTH MISC.	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>114,696</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>114,696</b>
<b>SPECIAL CIRCULATION</b>													
RURAL ROUTE STORY CNTY	6,060	0	0	0	0	0	0	0	0	0	0	0	6,060
GILBERT	1,627	0	0	0	0	0	0	0	0	0	0	0	1,627
OPEN ACCESS	15,380	0	0	0	0	0	0	0	0	0	0	0	15,380
<b>Total Special Circulation</b>	<b>23,067</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,067</b>
<b>% Special Circulation</b>	<b>20.11%</b>												<b>20.11%</b>
AMES	90,752	0	0	0	0	0	0	0	0	0	0	0	90,752

**Main Stats  
FY07/08**

Description	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Total
ADULT FICTION	631	0	0	0	0	0	0	0	0	0	0	0	631
ADULT NON-FICTION	481	0	0	0	0	0	0	0	0	0	0	0	481
ADULT GRAPHIC NOVELS	2	0	0	0	0	0	0	0	0	0	0	0	2
ADULT MANGA	1	0	0	0	0	0	0	0	0	0	0	0	1
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	366	0	0	0	0	0	0	0	0	0	0	0	366
NEW FICTION	247	0	0	0	0	0	0	0	0	0	0	0	247
NEW NON-FICTION	262	0	0	0	0	0	0	0	0	0	0	0	262
PERIODICALS	80	0	0	0	0	0	0	0	0	0	0	0	80
TRAVEL BAGS	2	0	0	0	0	0	0	0	0	0	0	0	2
<b>SUBTOTAL (PRINT)</b>	<b>2,072</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,072</b>
NEW MEDIA	0	0	0	0	0	0	0	0	0	0	0	0	-
MUSIC CDS	150	0	0	0	0	0	0	0	0	0	0	0	150
AUDIO BOOKS ON CD	129	0	0	0	0	0	0	0	0	0	0	0	129
AUDIO BOOKS ON TAPE	49	0	0	0	0	0	0	0	0	0	0	0	49
THEATRICAL VIDEOS	103	0	0	0	0	0	0	0	0	0	0	0	103
NON-THEATRICAL VIDEOS	10	0	0	0	0	0	0	0	0	0	0	0	10
THEATRICAL DVDS	705	0	0	0	0	0	0	0	0	0	0	0	705
NON-THEATRICAL DVDS	56	0	0	0	0	0	0	0	0	0	0	0	56
KITS	39	0	0	0	0	0	0	0	0	0	0	0	39
<b>SUBTOTAL (MEDIA)</b>	<b>1,241</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,241</b>
ADULT MISC.	0	0	0	0	0	0	0	0	0	0	0	0	-
<b>TOTAL (ADULT)</b>	<b>3,313</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,313</b>
BIG BOOKS	52	0	0	0	0	0	0	0	0	0	0	0	52
BOARD BOOKS	681	0	0	0	0	0	0	0	0	0	0	0	681
EASY	1,151	0	0	0	0	0	0	0	0	0	0	0	1,151
EASY TO READ	646	0	0	0	0	0	0	0	0	0	0	0	646
JUVENILE NON FICTION	858	0	0	0	0	0	0	0	0	0	0	0	858
JUVENILE FICTION	862	0	0	0	0	0	0	0	0	0	0	0	862
JUVENILE GRAPHIC NOVELS	182	0	0	0	0	0	0	0	0	0	0	0	182
PARENTING COLLECTION	12	0	0	0	0	0	0	0	0	0	0	0	12
JUVENILE LARGE PRINT	4	0	0	0	0	0	0	0	0	0	0	0	4
JUVENILE PERIODICALS	8	0	0	0	0	0	0	0	0	0	0	0	8
YOUNG ADULT PRINT	217	0	0	0	0	0	0	0	0	0	0	0	217
COMIC BOOKS	9	0	0	0	0	0	0	0	0	0	0	0	9
YOUNG ADULT GRAPHIC NOVELS	21	0	0	0	0	0	0	0	0	0	0	0	21
MANGA	29	0	0	0	0	0	0	0	0	0	0	0	29
YOUNG ADULT PERIODICALS	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH REFERENCE	1	0	0	0	0	0	0	0	0	0	0	0	1
<b>SUBTOTAL YOUTH (PRINT)</b>	<b>4,733</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,733</b>
YOUTH DVDS	1,338	0	0	0	0	0	0	0	0	0	0	0	1,338
YOUTH VIDEOS	315	0	0	0	0	0	0	0	0	0	0	0	315
YOUTH KITS	79	0	0	0	0	0	0	0	0	0	0	0	79
YOUTH CDS	248	0	0	0	0	0	0	0	0	0	0	0	248
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	14	0	0	0	0	0	0	0	0	0	0	0	14
TOYS & PUPPETS	108	0	0	0	0	0	0	0	0	0	0	0	108
<b>SUBTOTAL YOUTH (MEDIA)</b>	<b>2,102</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,102</b>
<b>TOTAL YOUTH</b>	<b>6,835</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,835</b>
YOUTH MISC.	81	0	0	0	0	0	0	0	0	0	0	0	81
<b>GRAND TOTAL</b>	<b>10,229</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,229</b>
<b>SPECIAL CIRCULATION</b>													
RURAL ROUTE STORY CNTY	233	0	0	0	0	0	0	0	0	0	0	0	233
GILBERT	470	0	0	0	0	0	0	0	0	0	0	0	470
OPEN ACCESS	90	0	0	0	0	0	0	0	0	0	0	0	90
<b>Total Special Circulation</b>	<b>793</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>793</b>
<b>% Special Circulation</b>	<b>7.75%</b>												<b>7.75%</b>
AMES	9,247	0	0	0	0	0	0	0	0	0	0	0	9,247

**Main Stats  
FY07/08**

Description	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Total
<b>HOME DELIVERY</b>													
# of Patrons	47												47
Centers	21												21
Individual Deliveries Made	41												41
Additional Individuals serv.	9												9
<b>GATE COUNT</b>	45,426												45,426
<b>PUBLIC COMPUTERS</b>													
Number of Uses	5,564												0
Average Session (minutes)	37												0
<b>HOLDS</b>													
Main	10,287												10,287
BKM/Hm Delivery	788												788
<b>Total Holds</b>	<b>11,075</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,075</b>
<b>INTERLIBRARY LOANS</b>													
Requested	67												67
Received	58												58
Loaned	309												309
<b>MEETING ROOM USAGE</b>													
Number of Room Uses	172												172
People	3,887												3,887
<b>PROGRAMS</b>													
Adult	19												19
Children & Family	96												96
Outreach	17												17
Teen	7												7
Project Smyles	35												35
<b>Total Programs</b>	<b>174</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>174</b>
<b>PROGRAM ATTENDANCE</b>													
Adult	1,101												1,101
Children & Family	2,237												2,237
Outreach	398												398
Teen	552												552
Project Smyles	425												425
<b>Total Attendance</b>	<b>4,713</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,713</b>
<b>Webref</b>	126												126
<b>PAC Usage</b>													
PAC	102,324												102,324
Community Organizations & Ames Tribune	750												750
<b>Total</b>	<b>103,074</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>103,074</b>

**Monthly Stats For Subscription Databases FY07/08**

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
<b>ReferenceUSA</b>													
Business In-House	93												93
Business Remote	34												34
Business Total	127	0	0	0	0	0	0	0	0	0	0	0	127
Residential In-House	74												74
Residential Remote	69												69
Residential Total	143	0	0	0	0	0	0	0	0	0	0	0	143
Grand Total	270	0	0	0	0	0	0	0	0	0	0	0	270
<b>Des Moines Register</b>													
In-House	6												6
Remote	17												17
Total	23	0	0	0	0	0	0	0	0	0	0	0	23
<b>New York Times</b>													
In-House	6												6
Remote	216												216
Total	222	0	0	0	0	0	0	0	0	0	0	0	222
<b>Access World News</b>													
In-House	6												6
Remote	33												33
Total	39	0	0	0	0	0	0	0	0	0	0	0	39
<b>EBSCOhost</b>													
In-House	289												289
Remote	217												217
Total	506	0	0	0	0	0	0	0	0	0	0	0	506
<b>Novelist</b>													
In-House	253												253
Remote	2												2
Total	255	0	0	0	0	0	0	0	0	0	0	0	255
<b>Auto Reference</b>													
In-House	73												73
Remote	13												13
Total	86	0	0	0	0	0	0	0	0	0	0	0	86
<b>Heritage Quest</b>													
In-House + Remote	3868												3868
<b>GRAND TOTAL</b>	<b>5267</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5267</b>
<b>YEAR TO DATE</b>	<b>5267</b>												
<b>Bookletters (Pageviews)</b>	2701												2701